

INSTRUCTIONS: Highlight all the text in this document. Copy and paste the text into the text editor or email of your choice. Delete all the sections in **[bold and brackets]** and replace them with your personal details. Delete this instruction section. For assistance, reach out to your local fair housing organization.

[Today's Date (Month, Day Year)]

[Property Manager Name, if known]

[Property Name]

[Property Address (Address, City, State Zip Code)]

Re: Source of Income Discrimination – **[Your Full Name]**

Dear **[Mr./Ms. Property Manager Name]**:

I am contacting you because I believe you have illegally discriminated against me based on my Source of Income. **[Describe the action you took, ex: "I completed and submitted an application"]** for **[insert property address (address, city, zip code)]** on **[date (MM/DD/YY).]**

In response, **[describe the discriminatory act in detail, ex: "Ms. Brown at the management office called me on 9/12/23 and said that 321 Apartments does not "rent to Housing Choice Voucher holders."]**

The Illinois Human Rights Act (IHRA) prohibits discrimination in housing based on Source of Income, or the lawful manner by which an individual supports themselves or their dependents. See 775 ILCS 5/3-102. Housing providers who violate this act may be required to allow the tenant to occupy the unit and pay damages, fines, and attorneys' fees, among other things.

My **[insert the source of income you attempted to use, ex: Housing Choice Voucher]** is a lawful manner by which I support myself and your **[describe the discriminatory action, ex: "office's denial of my application"]** due to my Source of Income violates the IHRA. I request that you **[insert your desired outcome here]**.

Please contact me at **[your phone number or email]** by **[date (MM/DD/YYYY) – this date should be at least 7 business days from the date of sending]** to discuss this further and arrange next steps.

Sincerely,

[Your full name]

[Your contact information (phone number or email)]