

Sample Leasing & Marketing Policy

Nondiscriminatory Practices

Purpose

[Company Name] complies with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the Fair Housing Amendments Act of 1988, which prohibit housing discrimination based on race, color, sex (including sexual orientation and gender identity), religion, national origin, familial status (including pregnancy), or disability ("protected classes").

Standard

Federal Requirements and Prohibitions

- In accordance with the requirements of the above-mentioned federal acts, team members must treat all customers and team members consistently, regardless of their membership in protected classes.
- If necessary, team members may treat individuals differently for other valid, honest, and rational business reasons, as long as the reasons are nondiscriminatory.
- Fair Housing posters must be displayed at each community, and all community advertisements must contain the Fair Housing logo.
- Team members are prohibited from engaging in any form of housing discrimination, including:
 - Refusing to rent an apartment to a person because of their protected class or telling such a person that housing is not available when in fact it is
 - Offering different rental terms or conditions to a person in a protected class, including varying rental rates or security deposits that are not offered to other persons
 - Using different qualification criteria or applications for persons in a protected class
 - Restricting or attempting to restrict the choices of a person in a protected class, which might encourage segregated housing
 - Engaging in "unlawful steering practices," which include:
 - Discouraging a person in a protected class from inspecting or renting an apartment
 - Exaggerating potential negatives or drawbacks about a particular community, apartment location, or floor plan
 - Failing to inform a person of desirable features of the apartment community
 - Limiting a person to a particular floor plan, building, or area of the community
 - Limiting information by providing false or inaccurate information regarding availability of housing to persons in a protected class
 - Delaying maintenance for apartments rented to persons in a protected class
 - Printing, publishing, creating, or distributing any notice, statement, or advertisement that indicates any preference, limitation, or discrimination against a person in a protected class, such as:
 - Using photos, illustrations, or forms implying that housing is not available to persons in a protected class
 - Expressing any preferences for or limitations on any person as a potential resident because they are in a protected class

State/Local Requirements

- Team members must be familiar with laws in their region as many states and municipalities have additional protected classes. These may include but are not limited to the following:
 - Receipt of public assistance (including Section 8), genetic information, military status, height, weight, age, student status, source of income, marital status, ancestry, HIV status, and any other personal characteristic.
- Team members must comply with any applicable state and/or local laws regarding protected classes.

Company Requirements

- Each team member must sign an acknowledgment of this standard, which is found in the [Employee Handbook](#).