

SOURCE OF INCOME POLICY

_____ is committed to equal opportunity in housing. _____ does not discriminate on the basis of lawful source of income (including housing voucher programs). _____ affirms its policy of equal housing opportunity pursuant to state and local fair housing laws.

It is the policy and practice of _____ not to engage in or assist the efforts of others to engage in housing discrimination. Consistent with that policy, we remind you that the anti-discrimination laws of New York State, Nassau and Suffolk County are quite specific in the area of housing and lawful source of income, and in conformance with those laws, you must not engage in any of the following conduct:

1. Refuse to show, rent, negotiate for the rental of, or otherwise make unavailable or deny, apartments to any person because of their lawful source of income (including housing voucher programs), including refusing to communicate with hearing impaired individuals who are using a telephone relay operator or other assistance to communicate by telephone;
2. Discriminate against any person in the terms, conditions or privileges of rental or in the provision of services or facilities, including offering rent or security deposit discounts, fee waivers, promotions and other financial incentives to rent an apartment because of lawful source of income (including housing voucher programs);
3. Make any verbal or written statement or inquiry with respect to the rental of apartments that indicates any preference, limitation or discrimination concerning lawful source of income (including housing voucher programs), or any statement indicating an intention to make any such preference, limitation or discrimination;
4. Represent to any person because of lawful source of income (including housing voucher programs) that any apartment is not available for inspection or rental when such apartment is in fact so available;
5. Discriminate against any person in offering individual apartment units or in assigning persons to such units because of lawful source of income (including housing voucher programs);
6. Implement a quota for applicants with alternative lawful source of income, such as housing vouchers and other lawful source of income;
7. Refuse to accept any forms of lawful source of income by stating that third party checks and third party contracts are not accepted;
8. Deny any form of lawful source of income, such as Department of Social Services One Shot Deal, housing vouchers, unemployment, child support, alimony, etc;
9. Use facially neutral income requirement policy that has a negative impact on low income and housing choice voucher holders. Under NYS SOI Guidance, "unreasonable wealth

requirements could exclude everyone with a voucher and negate the intended protections of the law. For example, a requirement of a certain level of income based on a formula tied to the rental cost, even though required of other tenants, would be unreasonable if applied to a tenant who has 70% to 100% of the rent paid by the voucher agency.” Therefore, a rent to income ratio cannot be applied to individuals with lawful source of income, such as housing vouchers;

10. Use negative credit history as a pretext to deny housing to applicants with lawful source of income, including but not limited to housing vouchers/subsidies. Consideration of negative credit history would not be reasonable if 100% of the rent is covered by the housing voucher. In such instances, the credit history of the applicant should not be part of the application process.
11. Enter into an agreement that imposes any restriction upon persons to whom rental housing may be shown or rented because of lawful source of income (including housing voucher programs);
12. Direct or steer any individual away from or toward a particular building, neighborhood or vacancy because of lawful source of income (including housing voucher programs);
13. Coerce, intimidate, threaten or interfere with any person who is a prospective tenant or current tenant or anyone assisting a prospective tenant or current tenant to exercise or enjoy the rights guaranteed by the state and local fair housing laws.

It is important to understand that any action you take because of lawful source of income (including housing voucher programs), that has the effect of making housing unavailable to such persons protected under these laws may constitute a violation of state, and/or local laws.

Providing equal opportunity to all persons is the law. _____ is firmly committed to the goal of fair housing. **You should understand that any violation of this non-discrimination policy may lead to disciplinary action, up to and including discharge.**

Date

Name