



# Cook County Commission on Human Rights

## Just Housing Amendment

### Sample Language for Notices

*The following is sample language provided by the Cook County Commission on Human Rights. A landlord must use its own letterhead for notices sent to applicants. Such notices must be de-livered in person or via certified mail or electronic communication (text or email).*

### Notice of Right to Dispute Accuracy or Relevance

Dear [Applicant]:

Enclosed please find a copy of the confidential results of your criminal background check. The records show that you:

- A. Are subject to a current sex offender registration requirement pursuant to the Sex Offender Registration Act (or similar law in another jurisdiction);
- B. Are subject to a current child sex offender residency restriction; and/or
- C. Have a criminal conviction from the last three years based on the date of our application.

Under CCHRC R. 740.110, you have five (5) business days from the delivery of this notice to produce evidence that disputes the accuracy or relevance of any 1) criminal convictions from the last three years; and/or 2) records showing that you are subject to a current sex offender registration requirement or a current child sex offender residency restriction.

Relevant information is information that suggests that you are less likely to pose a demonstrable risk to personal safety or property. Examples of such information may include, a recent diploma, current job references, etc.

If you would like to dispute the accuracy or relevance of the record(s) referenced above, please send any supporting evidence to:

[Landlord/Agent]  
[Address]  
[Email]

Sincerely,  
[Landlord]

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### Notice of Denial after Pre-Qualification

Dear [Applicant]:

You are hereby advised that although you received a pre-qualification notice for the property located at [Address], your housing application has been denied.

#### Section 1: Basis for Denial

Your denial is based upon on the following:

- A. A current sex offender registration requirement pursuant to the Sex Offender Registration Act (or similar law in another jurisdiction);
- B. A current child sex offender residency restriction.
- C. A criminal conviction from the last three years (based on the date of your application) that represents a demonstrable risk to personal safety and/or property.

*(For denials based on C., please continue to Section 2.)*

#### Section 2: Convictions

The denial of your application was based upon the following conviction(s):

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#### Section 3: Criminal Background Check and Dispute Process

On [DATE], you were sent a copy of your criminal background check and informed of your right to dispute the accuracy and/or relevance of the informaion contained therein.

- You did not dispute the accuracy or relevance of the information contained in the criminal background check.
- You disputed the accuracy of the criminal conviction(s) in the criminal background check, but did not provide sufficient evidence (e.g., public records) in support of your claim(s).
- You disputed the relevancy of the conviction based on the following:

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### Section 4: Individualized Assessment

An Individualized Assessment was conducted pursuant to CCHRC R. 750.100 using the following factors:

- The nature and severity of the criminal offense and how recently it occurred; The nature of the sentencing;
- The number of the applicant's criminal convictions;
- The length of time that has passed since the applicant's most recent conviction; The age of the individual at the time the criminal offense occurred;
- Evidence of rehabilitation;
- The individual history as a tenant before and/or after the conviction;
- Whether the criminal conviction(s) was related to or a product of the applicant's disability; If the applicant is a person with a disability, whether any reasonable accommodation could be provided to ameliorate any purported demonstrable risk; and

Additional Relevant Factor(s), if any:

\_\_\_\_\_

Based on the Individualized Assessment, it has been determined that your conviction(s) represents a demonstrable risk to personal safety and/or property because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you believe that you have been unlawfully discriminated against based on your criminal history, you have the right to file a complaint with the Cook County Commission on Human Rights within 180 days after the unlawful discriminatory act. The Commission is located at 69 W. Washington, Suite 1130, Chicago, IL 60602. You can contact the Commission at (312) 603-1100 or [human.rights@cookcountyil.gov](mailto:human.rights@cookcountyil.gov).**