

Instructions to complete the Housing Complaint Inquiry Form

Please complete all applicable sections of the Housing Complaint Inquiry Form to the best of your knowledge. The Kentucky Commission on Human Rights (KCHR) will review the information you provide to determine whether a complaint of discrimination may be filed on your behalf under the Kentucky Civil Rights Act (KRS 344). KCHR only has jurisdiction in the state of Kentucky.

KCHR can only receive and investigate housing discrimination complaints based on protected classes recognized under state law. These include **color, disability, national origin, race, religion, sex, and familial status (families with children under 18 years of age)**.

You may also file a **retaliation** complaint if you were retaliated against for:

- Complaining about unlawful discrimination based on a protected class
- Participated as a witness in a discrimination complaint

Harassment is unlawful only when it is based on a protected class. Sexual harassment is unlawful.

Part 1. Complainant Information

The complainant is the individual who experienced the alleged discrimination. Please provide:

- Your full legal name
- Complete current mailing address (street, unit/apartment if applicable, city, state, ZIP code)
- Phone number
- Email address
- Emergency contact information

Part 2. Respondent Information

The respondent is the housing provider, such as the owner, property manager, or management company. The respondent must have two or more units (houses or apartments) if the issue is related to rental.

Please provide:

- Respondent's full legal name
- Complete mailing address (street, city, state, ZIP code)
- Phone number
- Email address
- Approximately how many units (apartments, houses, or properties) does the respondent have.

Verify the respondent's legal name and mailing address using your lease or rental agreement.

Part 3. Type of Complaint

Select **Housing** to receive the appropriate follow-up questions.

Part 4. Basis of Discrimination

Select one or more protected classes that apply to your complaint:

- Color
- Disability
- National Origin
- Race
- Religion
- Sex
- Familial Status

KCHR does not have jurisdiction to file a complaint unless it is based on one or more of these protected classes.

For discrimination complaints involving unequal treatment, you must identify comparable situations where other tenants were treated differently because of a protected class. Comparable situations are **not required** for complaints involving reasonable accommodation or reasonable modification related to a disability.

Select **Retaliation** only if you experienced adverse action after complaining about possible unlawful discrimination or participating as a witness in a discrimination complaint.

Part 5. Date of Incident

Provide the date of the most recent incident of the alleged discrimination. KCHR can investigate only incidents that occurred within the past **one year**. You may also be asked to provide:

- The date your tenancy began
- The date your tenancy ended, if applicable
- The address of the housing involved

Part 6. Prior Filings

Indicate whether you have already filed a complaint regarding this matter with another agency.

Part 7. Summary of Complaint

Provide a clear, chronological summary of the alleged discrimination. Include relevant dates and explain how you were discriminated against or treated differently compared to other tenants in similar situations.

If your complaint involves retaliation, include:

- The date you complained about discrimination
- The date the retaliation occurred
- The adverse action that occurred as retaliation

Please avoid assumptions or accusations. Limit your summary to **300 words**. If KCHR files a complaint of discrimination, you will have the opportunity to provide additional information during the investigation.