

---

---

## INTEROFFICE MEMORANDUM

---

---

**TO:** LISA SHELLEY, INTERIM VILLAGE MANAGER

**FROM:** CEDRIC MELTON, DIRECTOR – COMMUNITY RELATIONS

**SUBJECT:** FAIR HOUSING TRAINING

**DATE:** 11/2/2021

---

The Community Relations Department conducts a formal Fair Housing Training annually, in conjunction with Development Customer Service, via the Crime Free Housing Training Workshop. Because fair housing allegations are typically brought against landlords, property managers, and other housing providers, the topics which are thoroughly examined, explained, and discussed are geared towards these groups. Topics include:

- Protected Classes
- Source of Income Protection
- What Constitutes Discrimination
- Who Is Bound by the Fair Housing Laws
- Examples of Unlawful Discrimination (Rental terms, differential treatment, harassment)
- Tenant Screening Process
- Persons with Disabilities (Reasonable accommodations/modifications)
- Service Animals and Support Animal Issues (No Pet Policy)
- Best Practices for Housing Providers

In addition to the annual training, the department staff approaches each public contact with an intentional focus on fair housing. Staff provides one-on-one education and consultation to tenants and housing providers by referencing fair housing laws, as well as Illinois Statutes, which are appropriate for the subject matter. Examples of such contacts include:

- Informing tenants of their rights and providing legal and housing referral resources
- Providing guidance to landlords concerning evictions, rent increases, and responsiveness to maintenance complaints
- Offering mediation opportunities to landlords and tenants in dispute

Additional Fair Housing resources are available on the Village of Oak Park's Community Relations web page, including the Landlord-Tenant handbook which answers basic questions about landlord-tenant rights, relationships, and regulations.

Please let me know if you need additional information.