Fair Housing Compliance Checklist

For landlords, residential property managers and HOA boards. Print it, tick it, and file it with your annual review.

1. Advertising and listings

☐ Listings describe the unit and terms only; no wording that states a preference or limit based on a protected class

☐ No 'adults only', 'no children' or similar phrases unless a lawful senior-housing exemption applies

☐ Photos and models in marketing materials do not suggest a preferred group

☐ The same fair housing statement or logo appears on every listing channel

2. Inquiries, showings and applications

☐ Every applicant gets the same application, screening criteria and fee, in writing

☐ Criteria (income, credit, rental history) are documented before the first showing and applied the same way each time

☐ Staff do not ask about family plans, religion, origin, disability or similar topics

☐ Each decision is recorded with the specific, non-discriminatory reason

☐ Denials give the actual reason and follow your adverse-action notice process

3. Reasonable accommodations and modifications

☐ A written reasonable accommodation policy exists and every team member knows where to find it

☐ Requests are accepted verbally or in writing and logged with the date received

☐ Assistance animal requests are reviewed through the policy; no pet fees or pet deposits for approved assistance animals

☐ Requests are answered promptly; any request for more information is limited to what is needed

☐ Modification requests (ramps, grab bars) are handled under the same process

4. Leasing, rules and enforcement

☐ Occupancy limits are reasonable, written and applied to every household

☐ Rules and fees are enforced the same way for all residents; exceptions are documented

☐ Complaints about harassment or neighbor conduct are logged and investigated the same way

☐ Retaliation against anyone who files a complaint or requests an accommodation is prohibited and trained against

5. HOA boards and community managers

☐ Governing documents are reviewed for rules that may single out families, particular residents or assistance animals

☐ Architectural requests that relate to disability (for example a ramp) are routed through the accommodation process

☐ Board members and managers complete fair housing training at least once a year

☐ Fair housing complaints are forwarded to counsel the day they arrive

6. Records and training

☐ Applications, decisions, accommodation requests and complaints are stored in one system with dates

☐ Retention schedule is written and followed

☐ Training dates and attendees are logged for the last 12 months

☐ State and local protected classes (for example source of income) are added to your screening policy

The seven federal protected classes

Race, color, national origin, religion, sex, familial status and disability. Many states and cities add more, such as source of income, sexual orientation or marital status.

Reference: HUD maximum civil penalty for a first Fair Housing Act violation is $23,011 in 2025 amounts (HUD kept all civil penalties at 2025 levels for 2026).

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