

## Sample letter to landlords re: prior conviction on applications

[Letterhead and appropriate headings]

Dear Landlord,

Information was brought to the attention of the Urbana Human Relations Commission regarding rental applications that are being used in the City of Urbana. After a review, we have discovered that your rental application asks the applicant whether they have a prior conviction record. Please be aware that it is unlawful in the City of Urbana to publish any notice, statement or advertisement such as a rental application indicating that a person's arrest or conviction record would be taken into account, as per the Urbana Human Rights Ordinance, Urbana City Code 12-64(a)(5). We ask you to update your application, removing this question so as to comply with the ordinance.

If you have any questions regarding what you should have on your application or what kinds of reviews you can do regarding prospective tenants, please feel free to contact the Human Rights Office at [contact info].

Sincerely,

[HRO or HRC?]

DRAFT