



Discrimination Complaint Fair Housing City of Wausau

Important!! Please read all of the instructions on Page 3 before starting.

1. Complainant Information

2. Respondent Information

Last Name			<i>Name of the housing provider you believe discriminated against you. If more than one respondent, list each separately on extra sheet.</i>		
First Name					
Initial					
Street Address					
City	State	Zip Code	Street Address		
Home Telephone Number ()			City	State	Zip Code
Work Telephone Number ()			Telephone Number ()		

3. Your complaint may be filed with another agency unless you check “no” below

<input type="radio"/> Yes See #3, in the instructions page, for more details <input type="radio"/> No

4. BASIS: You must list a basis for you complaint. (For example: “sex-female,” “race-African American,” “disability-visual impairment,” “sexual orientation-homosexual,” etc.)

What is the basis for your complaint? <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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Discrimination Complaint Instructions – What Is Covered and How to File

If you believe you have been discriminated against in violation of the City of Wausau Discrimination in Housing Accommodations ordinance (W.M.C. ch. 9.32), you may file a complaint with the City of Wausau’s Clerk’s Office. Your complaint must be in writing and filed within 120 days after you knew or should reasonably have known that the alleged acts occurred. Upon receipt of the complaint, the clerk will forward it to the City Attorney’s Office for investigation. After the investigation, the complaint and investigation report will be forwarded to the Fair Housing Review Board to determine if there is probable cause to believe a violation has been committed. The Fair Housing Review Board may attempt to eliminate the alleged discriminatory practice by informal means or may make recommendations to the City Attorney’s office for possible commencement of proceedings in a court of competent jurisdiction.

To accept your case, the Clerk’s Office must have certain information. Make sure you carefully follow the instructions outlined below. The numbers on these instructions match the numbered sections on the front of this form. You may use additional pages of paper to outline your complaint if needed.

- 1. Complainant:** You must write your legal name, address and telephone number.
- 2. Respondent:** You must provide the complete name, address and telephone number of the housing provider or person that this charge is being filed against. If the respondent is a housing provider, the name of the property owner should be used. If you are unsure who the owner is, you might obtain this information from the manager. You may also ask the Clerk’s Office who pays the taxes on the property. If there is more than one respondent, list each separately.
- 3. Referrals:** Your complaint may be sent to other Fair Housing agencies. NOTE: If your complaint is about a City-owned property, the complaint WILL be forwarded to the proper authorities as the City cannot investigate a complaint against itself.
- 4. Basis:** You must give a basis for your complaint. The City of Wausau Discrimination in Housing Accommodations ordinance among other things prohibits discrimination in the rental and sale of housing on the following bases:
 - ▶ Race
 - ▶ Religion
 - ▶ Sex
 - ▶ Marital Status
 - ▶ Status as a Victim of Domestic Abuse, Sexual Abuse or Stalking
 - ▶ Color
 - ▶ Age (18+)
 - ▶ Sexual Orientation
 - ▶ Family Status
 - ▶ Ancestry
 - ▶ Disability
 - ▶ National Origin
 - ▶ Lawful Source of Income

Interference with or **retaliation** against any person exercising or assisting with a right granted or protected under law is also prohibited.

- 5. Statement:** What was done? You should list each action that you feel was discriminatory. When describing a respondent’s action in this section, the individual who took action should be identified, if possible. Then, tell us why you believe this action was taken because of the basis you listed.
- 6. Dates Action Occurred:** Give us the first and last dates you believe discrimination occurred.
- 7. Your Signature:** Make sure you or your representative signs the form. **IMPORTANT:** Your signature must be notarized. Do NOT sign until you are in front of a Notary Public.

Mail or drop off your **Completed** and **Signed** complaint to the City Clerk’s Office:

City of Wausau --City Clerk
407 Grant Street
Wausau WI 54403
Telephone: (715) 261-6620
Fax: (715) 261-6626