

Office of the
Director

CIRCULAR LETTER NO. 69-1
January 29, 1969

TO: ALL PERSONS AND FIRMS HAVING BUSINESS WITH FHA
FROM: CARY S. HOOKS, DIRECTOR
SUBJECT: INFORMATION REGARDING FHA PROCEDURES

Effective January 1, 1969, the Fair Housing title of the Civil Rights Act of 1968 increased to cover (1) units in multiple dwellings of five or more units, (2) units in multiple dwellings of two to four units if the owner does not reside in one of the units, (3) single-family houses not owned by private individuals, and (4) single-family houses owned by a private individual who owns more than three such houses or who, in any two-year period, sells more than one in which he was not the most recent resident. These four categories of housing are now covered regardless of whether any Federal Assistance is involved. Discrimination in financing and in real estate services is also prohibited.

Processing of complaints of discrimination under Title VIII will be handled by the Assistant Regional Administrators for Equal Opportunity.

The regional office is required by the Fair Housing law to refer complaints to State or local Fair Housing Commissions, if they administer laws substantially equivalent to the Federal law.

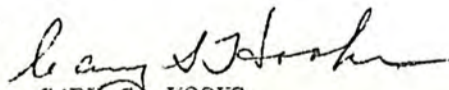
Complaint forms are available in this office, but in the absence of the form, the following information should be submitted:

- (1) Name and address of the complainant.
- (2) Name and address of the person, firm, or agency against whom the complaint is filed.
- (3) A description and the address of the dwelling, if any, which is the subject of the alleged discriminatory housing practice.
- (4) A concise statement of the facts, including pertinent dates, constituting the alleged discriminatory housing practice.

A statement with this information should be signed by the complainant, sworn to before a Notary Public, and immediately forwarded to:

Mr. Albert L. Thompson
Assistant to the Regional Administrator for Equal Opportunity
Department of Housing and Urban Development
645 Peachtree-Seventh Building
Atlanta, Georgia 30323

Very truly yours,


CARY S. HOOKS
Director