

## Grievance Procedure Checklist

<b>Property Name:</b>		<b>Date:</b>	
<b>PHFA No.:</b>		<b>Submitted by:</b>	

	<b>Procedure Requirements:</b>	<b>Page #</b>	<b>Complete</b>
1.	Name and contact information of the Agent's Fair Housing Officer or the individual designated to process grievances.		<input type="checkbox"/>
2.	The procedure must provide a timeframe in which the agent will address the grievance.		<input type="checkbox"/>
3.	Specify where the procedure is posted. It must be posted in a common area, accessible to all residents.		<input type="checkbox"/>
4.	Specify when the procedure will be provided: <ul style="list-style-type: none"> <li>• The Grievance Procedure must be provided at move-in.</li> <li>• Each household must sign an acknowledgement of receipt of the Grievance Procedure.</li> </ul>		<input type="checkbox"/> <input type="checkbox"/>