

Grievance Procedure Checklist

Property Name:		Date:	
PHFA No.:		Submitted by:	

	Procedure Requirements:	Page #	Complete
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"> • The Grievance Procedure must be provided at move-in. • Each household must sign an acknowledgement of receipt of the Grievance Procedure. 		<input type="checkbox"/> <input type="checkbox"/>