

### **Information to Collect**

The following is a general list of items that may be required to provide evidence for or against an allegation of housing discrimination. This list should be used in addition to any other information that the Complainant or Respondent considers pertinent to their case. Please note that this list does not encompass all types of housing discrimination cases filed with the Maryland Commission on Civil Rights (MCCR).

**NOTE:** It is the responsibility of the parties involved to determine what information is needed to substantiate their position. MCCR will not assist or guide either party in the development of their case.

#### **In a "Failure to Rent" case:**

1. Rental Application Form.
2. Complainant's Rental Application.
3. Successful Applicant's Rental Application.
4. Other Applicants' Rental Applications.
5. List of Decision Maker(s): Include name, protected class (if known), tenure with Respondent, and contact information.
6. Decision Maker(s) Interview Notes.
7. Property Description.
8. Rental Criteria.
9. Advertising Materials for the Property.
10. Rental Policy/Process.

#### **In a "Failure to Provide Reasonable Accommodation" case:**

1. Request for Reasonable Accommodation Documentation.
2. Medical or Disability Documentation (if applicable).
3. Communication Records between Complainant and Respondent regarding the accommodation request.
4. List of Decision Maker(s): Include name, protected class (if known), tenure with Respondent, and contact information.
5. Decision Maker(s) Interview Notes.
6. Property Policies relevant to the requested accommodation.
7. History of Reasonable Accommodation Requests and Outcomes.
8. Relevant Local, State, or Federal Regulations or Guidelines.

#### **In a "Discriminatory Terms, Conditions, Privileges, or Services" case:**

1. Lease Agreement and Amendments.
2. Records of Property Maintenance and Services Provided.
3. Communication Records between Complainant and Respondent regarding the issue.
4. List of Decision Maker(s): Include name, protected class (if known), tenure with Respondent, and contact information.

5. Decision Maker(s) Interview Notes.
6. Property Policies related to the issue.
7. Records of similar terms, conditions, or services provided to other tenants.
8. Witnesses to the Allegations: Include names, titles, tenure, and contact information.

**In a "Retaliation" case:**

1. Proof of Adverse Action taken against Complainant.
2. Proof of Complainant's Participation in a Protected Activity.
3. Communication Records between Complainant and Respondent regarding the protected activity and adverse action.
4. List of Decision Maker(s): Include name, protected class (if known), tenure with Respondent, and contact information.
5. Decision Maker(s) Interview Notes.
6. Records of similar actions taken against other tenants (if applicable).
7. Property Policies relevant to the adverse action.
8. Witnesses to the Allegations: Include names, titles, tenure, and contact information.

**In a "Discriminatory Eviction" case:**

1. Eviction Notice and Related Documents.
2. Lease Agreement and Amendments.
3. Complainant's Rental Payment History.
4. Communication Records between Complainant and Respondent regarding the eviction.
5. List of Decision Maker(s): Include name, protected class (if known), tenure with Respondent, and contact information.
6. Decision Maker(s) Interview Notes.
7. Records of Evictions initiated by Respondent, including reasons and outcomes.
8. Witnesses to the Allegations: Include names, titles, tenure, and contact information.

**In a "Harassment" case:**

1. Communication Records between Complainant and Alleged Harasser.
2. Reports of Harassment made by Complainant to Respondent.
3. Reports of Harassment made by other tenants against the Alleged Harasser.
4. Actions taken by Respondent regarding the alleged harassment.
5. List of Witnesses to the Harassment: Include names, titles, tenure, and contact information.
6. Property's Harassment Policy.

**In a "Discriminatory Advertising" case:**

1. Copies of All Advertising Materials.
2. Records of Target Audience or Distribution of Advertisements.
3. Communication Records regarding Advertising Strategy.

4. List of Decision Maker(s) responsible for advertising: Include name, protected class (if known), tenure with Respondent, and contact information.
5. Decision Maker(s) Interview Notes.
6. Historical Advertising Practices and Policies.
7. Relevant Local, State, or Federal Regulations regarding Advertising.