



**INTAKE QUESTIONNAIRE FOR THE  
PHILADELPHIA FAIR HOUSING COMMISSION**

The Philadelphia Fair Housing Ordinance, Chapter 9-800 of the Philadelphia Code, protects tenants against certain Unfair Rental Practices. If your property has outstanding Code violations and a notice of violation has been issued, your landlord cannot take certain adverse actions against you. Your landlord also cannot take any adverse action against you for reporting the violations or joining a tenant organization. Effective December 25, 2011, the Fair Housing Ordinance also provides certain protections to victims of domestic or sexual violence.

**TENANT INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

**OWNER INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

**LANDLORD/AGENT INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

**BACKGROUND INFORMATION:**

Have you already filed a Fair Housing Complaint with our office?  Yes  No

If yes, do you have an open case?  Yes  No

Have you sought assistance at another agency or organization?  Yes  No

(i.e. Community Legal Services or TURN)

Who referred you to Fair Housing? \_\_\_\_\_

Do you still reside in the premises?  Yes  No

---

Do you live in a Philadelphia Housing Authority (PHA) development or scattered site property?

Yes  No

Have you been illegally locked out of your property?  Yes  No

Have you received any court papers filed by your landlord? (court date?)  Yes  No

**(\*\* If you answered “yes” to any of the above three questions, please see the Receptionist)**

---

**LEASE:**

When did you move into your apartment or house? \_\_\_\_\_

Lease start date: \_\_\_\_\_

Do you have a written or oral lease?  Written  Oral

If written, did you receive a copy of your lease?  Yes  No

Do you have a copy with you?  Yes  No

What is the term of the lease?  Yearly  Monthly

---

**RENT:**

Amount of monthly rent? \_\_\_\_\_

What form of payment do you use to pay your rent?

check  money order  online payment  cash

How and to whom do you pay your rent?

Owner  Landlord  Agent  Other \_\_\_\_\_

Regular mail  In person  Drop box  Online banking

Do you have receipts for rent paid?

Yes  No

When was the last time you paid rent? \_\_\_\_\_ How much did you pay? \_\_\_\_\_

For what month? \_\_\_\_\_

Have you been withholding your rent?

Yes  No

If yes, how much are you withholding? \_\_\_\_\_

For which months? \_\_\_\_\_

Where is it being held?

Bank account  Escrow account  Money order  Cash

Do you have proof that you are withholding rent?

Yes  No

Bank statement  ATM statement  Money order

Why are you withholding your rent?

---

---

---

Is your landlord holding a security deposit?

Yes  No

If so, how many months and how much?

---

---

Who pays the following utilities (LL or T)

Water \_\_\_\_\_ Electricity \_\_\_\_\_ Gas \_\_\_\_\_

Is your heat gas or electric? \_\_\_\_\_

Are your utilities currently on?  Yes  No

If no, which utility is off?

---

---

---

**CONDITIONS OF PROPERTY:**

What is the condition of the property? Describe each condition that needs to be repaired.

---

---

---

---

---

---

---

Have you notified your landlord of the repairs that need to be done?  Yes  No

When? \_\_\_\_\_

How?  Verbally  In writing (letter, email)

If in writing, do you have copies of your letters or emails with you?  Yes  No

What were the results of your repair requests?

---

---

Has your landlord made any repairs since you lived in the property?  Yes  No

Have you made any repairs yourself?  Yes  No

If yes, which repairs and when?

---

---

---

Do you have receipts for the repairs you made?  Yes  No

If yes, how much do they total? \_\_\_\_\_

---

**CODE VIOLATIONS:**

Have you called 3-1-1 to notify the Department of Licenses and Inspections (L&I) of the condition of your property?  Yes  No

What is your Service File Number? \_\_\_\_\_

What date did you call 3-1-1? \_\_\_\_\_

Has L&I inspected your property?  Yes  No

If yes, when? \_\_\_\_\_

Were Code violations cited?  Yes  No

What violations were cited?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was the property declared Unfit for Human Habitation by L&I?  Yes  No

Has your property been cited by the Health Department?  Yes  No

Have any of your major appliances (furnace, water heater etc...) been cited as defective by PGW, PECO or the Water Department?  Yes  No

Does your landlord know about the citations by L&I, the Health Dept or the Utility Company?

Yes  No

---

**LANDLORD ACTION:**

Has your landlord attempted to terminate your lease?  Yes  No

If so, when? \_\_\_\_\_

Verbally or in writing? \_\_\_\_\_

Do you have a copy of the letter with you?  Yes  No

Has your landlord attempted to increase your rent?  Yes  No

If so, when and by how much? \_\_\_\_\_

Verbally or in writing? \_\_\_\_\_

Do you have a copy of the letter with you?  Yes  No

Has your landlord attempted to change a term or condition of your lease agreement?

Yes  No

If so, when and what change? \_\_\_\_\_

Verbally or in writing? \_\_\_\_\_

Do you have a copy of the letter with you?  Yes  No

---

**RETALIATION:**

Has your landlord attempted to terminate your lease, increase your rent or change a term or condition of your lease because you filed a complaint with the Fair Housing Commission?

Yes  No

Has your landlord attempted to terminate your lease, increase your rent or change a term or condition of your lease because you notified L&I or another City Department of the condition of the property or because violations were found at the property?

Yes  No

---

**DOMESTIC VIOLENCE**

Has your landlord attempted to terminate your lease due to an incident of domestic violence or sexual assault?

Yes  No

If so, when? \_\_\_\_\_

Verbally or in writing? \_\_\_\_\_

Do you have a copy of the letter with you?  Yes  No

Has your landlord attempted to terminate your lease due to your status as a victim of domestic violence or sexual assault?  Yes  No

If so, when? \_\_\_\_\_

Verbally or in writing? \_\_\_\_\_

Do you have a copy of the letter with you?  Yes  No

Have you requested to terminate your lease early due to the domestic violence or sexual assault?

Yes  No

Verbally or in writing? \_\_\_\_\_

What was your landlord's response? \_\_\_\_\_

If your abuser or perpetrator is a co-tenant, have you asked your landlord to bifurcate (split) your lease in order to evict the abuser/perpetrator?  Yes  No

**I swear or affirm, the penalties of 18Pa. C.S. 4904 relating to unsworn falsifications to authorities, that the information I have presented is correct and accurate to the best of my knowledge.**

**I understand that my completed intake questionnaire is one part of the FHC intake process.**

**I understand that my signature on this intake questionnaire does not constitute a formal complaint.**

**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Office Use Only**

L&I Service File Number? \_\_\_\_\_

Last three months rent receipts and/ or withholding account?  Yes  No

Lease?  Yes  No

**ACTION**

Not for Fair Housing Commission. Client referred out.

Gave client missing item list

Referred to intake staff