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# FAIR HOUSING



**Maumee  
Valley  
Planning  
Organization**

# BEST PRACTICES

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# **Maumee Valley Planning Organization**

Arica Alvarez

Administrative Assistant/Fair Housing Coordinator

1300 E Second Street, Suite 200

Defiance, Ohio 43512

(419) 784-3882

[adminassist@mvpvo.org](mailto:adminassist@mvpvo.org)

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# FAIR HOUSING BEST PRACTICES

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**The Maumee Valley Fair Housing Office is a function of the Maumee Valley Planning Organization (MVPO). MVPO is a nonprofit organization that applies for and administers CDBG programs for the five county area. The Maumee Valley Planning Organization is the home of the Maumee Valley Fair Housing Consortium, which serves:**

- » Defiance**
- » Fulton**
- » Henry**
- » Paulding and**
- » Williams Counties**



# FAIR HOUSING BEST PRACTICES

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**Maumee Valley Fair Housing Office has overseen the fair housing program for the five county area since 2001. Each of the communities, nine total, have their own local contact person. Any of the nine contacts that receive fair housing complaints locally, forward contact information from the person making the complaint to the Maumee Valley Fair Housing Office. The Fair Housing Office is responsible for contacting all persons and assessing each complaint. Based on the type of complaint, the Fair Housing Office will provide information on fair housing laws, filing fair housing complaints, tenant/landlord issues and any other housing information that is available.**





# FAIR HOUSING BEST PRACTICES

## FAIR HOUSING IS THE LAW

It is unlawful to deny people the opportunity to live where they want and can afford. If you feel you are being treated unfairly, take the following steps:

1. Keep a record of any meetings and phone calls with the landlord, property manager, real estate agent, loan officer, or insurance agent. Include the person's name, title, meeting date and time.
2. Write down what happened and what was said by all participants. Save all receipts, applications, leases, business cards, brochures, or other documentation that you were given.
3. Call:  
Maumee Valley Fair Housing  
Office 419-784-3882

## MAUMEE VALLEY FAIR HOUSING OFFICE WILL ASSIST YOU BY:

-  counseling you on your fair housing rights
-  investigating your fair housing complaint
-  providing information on landlord/tenant rights and responsibilities
-  analyzing and developing a plan to overcome impediments to fair housing
-  providing workshops on fair housing and landlord/tenant issues

## BREAK THE BARRIER OF HOUSING DISCRIMINATION

If your fair housing rights have been violated, write or call any of the following agencies:

**Maumee Valley Fair Housing Office**  
Arica Alvarez  
1300 E. Second Street, Suite 200  
Defiance, Ohio 43512  
419-784-3882



**Ohio Civil Rights Commission**  
Toledo Regional Office  
One Government Center, Suite 936  
Jackson and Erie Streets  
Toledo, Ohio 43604  
(419) 245-2900



**Fair Housing Enforcement Center**  
U.S. Dept. of Housing & Urban Development  
Ralph H. Metcalfe Federal Building  
77 West Jackson Boulevard, Room 2101  
Chicago, Illinois 60604-3507  
312-353-7776  
1-800-765-9372  
TTY 312-353-7143

## A COMMUNITY GUIDE TO FAIR HOUSING



Protecting your right to seek housing wherever you can afford to live.

## MAUMEE VALLEY FAIR HOUSING CONTACTS

Community	Contact Person	Phone #
Defiance County	Stephanie Metz	419-782-4761
City of Defiance	Niki Warncke	419-783-4358
Paulding County	Roy Klopfenstein	419-399-8215
Fulton County	Vond Hall	419-337-9214
City of Wauseon	Trudi Mahnke	419-335-5041
Henry County	Kristi Schultheis	419-592-4878
City of Napoleon	Joel Mazur	419-592-4010
Williams County	Anne Retcher	419-836-2059
City of Bryan	Laura Rode	419-636-4232

**Maumee Valley Fair Housing Office**  
1300 E. Second Street, Suite 200  
Defiance, Ohio 43512  
419-784-3882

## FAMILIAL STATUS

Unless a building or community qualifies as housing for older persons, it may not discriminate based on familial status. That is, it may not discriminate against families in which one or more children under 18 live with:

- A parent
- A person who has legal custody of a child or children
- The designee of the parent or legal custodian, with the parent or custodian's written permission.

Familial status protection also applies to pregnant women and anyone securing legal custody of a child under 18.



## IF YOU HAVE A DISABILITY

Your landlord may not:

- Refuse to let you make reasonable modifications to your dwelling or common use areas, **at your expense**, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.)
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

*However, housing need not be made available to a person who is a direct threat to the health or safety of others or who currently uses illegal drugs.*

## THE FAIR HOUSING ACT

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National Origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Handicap (Disability)
- Military Status

## BE SUSPICIOUS WHEN YOU HEAR LINES LIKE THESE:

When you are renting ...

"I rented that apartment right after you called."

"This building is for adults only."

When you are buying ...

"The owner just took the house off the market."

"Do you think you can afford this neighborhood?"

"We just can't seem to make an appointment to show you that house."

When you are seeking financing ...

"We have a minimum mortgage amount; we don't make loans under \$30,000."

"There's a problem with the appraisal."

## SALE AND RENTAL OF HOUSING

The following is prohibited:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade owners to sell or rent
- Deny anyone access to or membership in a facility or service related to the sale or rental of housing.

It is illegal for anyone to threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right.

OR

Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, sex, familial status or handicap (disability).

## MORTGAGE LENDING

The following is prohibited:

- Refuse to make a mortgage loan
- Fail to provide information regarding loans
- Impose different terms or conditions on a loan, such as different interest rates, points, or fees
- Discriminate in appraising property
- Refuse to purchase a loan
- Set different terms or conditions for purchasing a loan



# FAIR HOUSING BEST PRACTICES

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**Potential fair housing complainants are informed of their fair housing rights and remedies. Fair housing complaint forms and informational materials regarding complaint procedures are mailed to all complainants. If assistance is needed in filing a complaint the Fair Housing Office will assist as needed. If not, all complainants are asked to send a copy of their complaint before forwarding it to the appropriate agency. Self-addressed envelopes are provided to the complainants. The Fair Housing Office also refers complainants to contact an attorney of their choice for tenant/landlord issues.**



# FAIR HOUSING BEST PRACTICES

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**A number of the calls received by the Fair Housing Office pertain to general housing related questions. Aside from these calls, the majority of the complaints received by Maumee Valley Fair Housing Office deal with tenant/landlord issues. Since 2001, the Maumee Valley Fair Housing Office has logged twenty-one probable fair housing complaints. Disability related incidences rank the highest in the calls received. Tenant/Landlord calls have doubled each year over the past few years. It is believed this is due to people actually having contact information.**



# FAIR HOUSING BEST PRACTICES

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The following are statistics that have been compiled by the Maumee Valley Fair Housing Office.

## MAUMEE VALLEY FAIR HOUSING OFFICE

January1, 2021 – October 31, 2021

	Defiance City	Defiance County	Fulton County	Henry County	Paulding County	Williams County	Total
Fair Housing Complaints	1	0	2	0	0	4	7
Tenant/Landlord Complaints	1	0	5	0	0	4	10
Total	2	0	7	0	0	8	17
% of Total	12%	0%	41%	0%	0%	47%	





# FAIR HOUSING BEST PRACTICES

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The following are statistics that have been compiled by the Ohio Civil Rights Commission.

## OHIO CIVIL RIGHTS COMMISSION – 2021

	Defiance County	Fulton County	Henry County	Paulding County	Williams County	Total
Fair Housing Complaints	12	10	9	3	14	48
% of Total	25	20.8	18.8	6.3	29.1	



# FAIR HOUSING BEST PRACTICES

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**When a call or a referral is received by the Fair Housing Office, a Fair Housing Intake Form is completed. The form documents information about the complainant and a brief description of the complaint. The complaint is then assessed as to whether it is a fair housing complaint, tenant/landlord complaint or a general housing complaint. Based on the complaint type, informational materials will be sent to the complainant or the person will be referred to the appropriate agency or office. All actions taken will be documented on the complaint form. The Fair Housing Office will follow-up on all complaints that have been determined to be valid fair housing issues.**



# FAIR HOUSING BEST PRACTICES

- least three days before filing the eviction action or the court will dismiss the case. In other cases, you must give the tenant 30 days to correct the violation before beginning an eviction action. Do not count the day you give the notice or weekends and holidays, and wait until *after* the third day before filing the eviction complaint.
- If a tenant's violation materially affects health and safety, you must *notify* the tenant in writing and give the tenant 30 days to resolve the problem before filing an eviction.
- After reasonable notice to the tenant (24 hours), you have the right to enter the premises to inspect, repair, make improvements, supply services or show the property.
- You have the right to have your property returned to you in as good a condition as it was when the tenant took possession, *except for ordinary wear and tear*.

## What are my obligations as a landlord?

- You have certain obligations under Ohio law whether or not they are written into a lease. You cannot change these obligations or require the tenant to assume them, and the tenant cannot agree to excuse or waive your performance of them under any circumstance. For example, a lease requiring the tenant to assume responsibility for making all repairs could not be enforced.
- As a landlord, you must:
- Comply with the standards of all building, housing, health and safety codes that significantly affect health and safety.
  - Make all repairs, doing whatever is reasonably necessary to keep the rental premises in a *fit and habitable* condition.
  - Keep all common areas of the premises in a safe and sanitary condition.
  - Maintain in good working condition all electrical, plumbing, sanitary, heating and air conditioning systems, and fixtures and appliances you have supplied.
  - Provide and maintain trash receptacles and provide for trash removal if you own less than one unit in the same building.
  - Supply running water, reasonable amounts of hot water and heat at all times. (You may require the tenant to pay for any or all utility bills for *his or her* unit, whether it is an apartment or a house).

- Not abuse your right to enter the property for legitimate reasons. (If this right is abused, you have invaded the tenant's privacy.)
- Commence eviction proceedings against a tenant who is illegally using or permitting the use of controlled substances on the premises.
- Comply with the rights of tenants under the Servicemembers Civil Relief Act, 17 Stat. 2835, 50 U.S.C. App. 501.
- Not attempt to evict a tenant without a court order by changing the locks, terminating utility service or removing the tenant's belongings.
- For property located in a county with a population of more than 200,000 residents, register with the auditor of the county in which the property is situated, providing your name, address and telephone number. (If you do not live in Ohio, or if you own the property in the name of an entity not registered with the Ohio Secretary of State, you must name an Ohio resident as agent for service of process.)
- If your property was built before 1978, give your tenant a lead-based paint disclosure form and a copy of the U.S. EPA's "Protect Your Family from Lead in the Home" pamphlet. Also, the lease must include a specific warning statement about lead-based paint.

As a landlord, you may be liable to a person who is injured in an area you control or as a result of your failure to maintain and repair certain basic items as required by law or the lease. If the lease is in writing, you must give the tenant your name and address and the name and address of your agent, if any. If the lease is oral, you must provide the same information in writing when the tenant moves in. *If you fail to provide this information, you waive the right to be notified of conditions before the tenant vacates the rent.*

## How do I get back my security deposit?

When you move out at the end of a lease term, both you and your landlord must follow certain rules. As a tenant, you should return the key to the landlord and give the landlord and your agent the address where the security deposit can be mailed. Also, you must repair any damages caused by your intentional or negligent actions to those of your guests, but you are not responsible for any damages caused by ordinary usage or wear and tear.

After you move out, any remaining security deposit your landlord holds can be applied to unpaid rent, utilities, late fees or to any damage your actions may have caused. The landlord must return the balance to you. Assuming you give the landlord a new or forwarding address, the landlord must, within 30 days, return to you all money remaining after lawful deductions, which the landlord must itemize for you. If the landlord does not return the money owed by that time, you can file a claim with the court. The court can order the landlord to pay the tenant twice the money owed plus attorney fees.

## Do I need an attorney?

This information, based on Ohio law, is issued to inform you, not to advise you about your particular case. Do not try to apply or interpret the law without help from an attorney who knows the facts, which may change the way the law is applied. Low-income tenants may qualify for free legal services from legal aid programs, available in all Ohio counties. Call 1-800-LAW-CHIO for a legal aid provider near you.



LawFacts Pamphlet Series  
Ohio State Bar Association  
P.O. Box 16562  
Columbus, OH 43216-6562  
(603) 282-6556 or (614) 487-487-3030  
[www.ohioabar.org](http://www.ohioabar.org)

Funding provided by:  
OHIO STATE BAR FOUNDATION

*This is one of a series of LawFacts public information pamphlets. Others may be obtained through your attorney's office, by writing to the Ohio State Bar Association or through [www.ohioabar.org](http://www.ohioabar.org).*

*The information contained in this pamphlet is general and should not be applied to specific legal problems without first consulting your own attorney.*

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## What you should know about...

### Tenant/Landlord Rights and Obligations



Maumee Valley Fair Housing Office  
Attn: Director  
1301 Second Street, Suite 200  
Duluth, Ohio 43512  
419-794-3882  
<http://www.mvfo.org/fairhousing>

### Tenant/Landlord Rights and Obligations

This information applies to most residential tenants who pay rent for a place to live, with some exceptions (e.g., those who pay rent to live in nursing homes, hotels and motels, and university-owned housing). A slightly different landlord-tenant law applies to those who live in a manufactured or mobile home park.

## What is a rental agreement?

A rental agreement (called a "lease" in this pamphlet) is a binding written or oral contract between parties to establish or modify the terms, conditions and rules for a party's use and occupancy of a residential premises. A properly written lease will eliminate most problems commonly arising between a landlord and a tenant, benefiting both parties. A lease may create a tenancy from week to week, month to month, year to year, or any other amount of time the parties agree to. To protect both landlord and tenant, it is usually wise to specify how the lease may be terminated. Without a written lease, the landlord or the tenant may end a week-to-week tenancy by giving the other party at least seven days notice before the termination date. Either party may end a month-to-month tenancy by notifying the other party of the intent not to renew the tenancy. The lease will end 30 days from the next rental date. So, if rent is paid on the first of each month, and notice is given on July 15, the lease will end 30 days from August 1.

Ohio law prohibits a landlord from shifting certain responsibilities or liabilities to a tenant. Such clauses in a lease cannot be enforced against the tenant. Similarly, a landlord may not enforce provisions requiring a tenant to pay the landlord's attorneys' fees, unless Ohio's landlord-tenant law specifically permits it.

Because the landlord ordinarily prepares the lease, a court will usually decide any confusing or unclear terms against the landlord and in favor of the tenant.

Ohio law lists certain circumstances where tenants and landlords may recover damages and, sometimes, reasonable attorneys' fees, for the other party's unlawful act.

## What are my rights as a tenant?

You are a tenant if you occupy or possess the residential property of another under a lease. You have the right of exclusive possession of the property until the lease expires.

- You have the right to complain to your landlord agency if your landlord violates housing laws or regulations affecting health and safety.
- You have the right to complain to your landlord for failing to perform any legal duties. If you complain and the landlord retaliates by increasing rent, decreasing services or seeking to evict you for complaining, the landlord has violated the law. There are legal remedies to stop or punish retaliation, such as terminating your lease and recovering damages and attorneys' fees.
- You have the right to join with other tenants to bargain with your landlord about lease terms.
- You have the right to know the name and address of the owner of your residential premises and the owner's agent, if applicable. This information must appear in your written lease or be given to you in writing when you begin your tenancy if the lease is oral. If your landlord fails to provide this information, you do not have to notify your landlord before escrowing your rent with the court. The county auditor also maintains records on residential property owners.
- You have a right of privacy, which the landlord must respect. The landlord may enter your apartment after reasonable notice (at least 24 hours) for certain legitimate reasons and without notice in certain emergency situations.
- If you breach your lease, the landlord may not seize your furnishings or possessions to recover rent payments.
- If you have notified your landlord, in writing, of problems at your rental property or of an infestation or rodent infestation, the landlord should remedy the problem within a "reasonable" amount of time. For a broken furnace in mid-January, a reasonable amount of time may be just a few days. The landlord may take up to 30 days to make less critical repairs.

If the landlord fails to make repairs within a reasonable amount of time (not more than 30 days), you may have the right to get a court order for repairs to be made, obtain a court-ordered reduction in rent, or terminate the lease. You also have the right to escrow your rent.

## What does escrowing rent mean?

Escrowing your rent means that you deposit your rental payments with the clerk of the municipal or county court, depending on where you live, instead of paying your landlord. Before you can escrow your rent, you must first wait the FULL 30 days after notifying the landlord of its failure to fulfill obligations. However, if there is an emergency, such as lack of heat in winter or lack of water, you can start escrowing your rent earlier. The notice requesting repairs must be clear and detailed enough that your landlord and the court can understand exactly what is wrong. You must send the notice to the place where you normally pay rent. Keep a photocopy of the notice and send it with a "certificate of mailing" to you have proof you sent the notice. You must deposit your rent into escrow on or before the date when your rent is due. If your rent is due on the 5th of every month, deposit your rent on or before the 5th.

The court will tell your landlord that you have started depositing your rent into a rent escrow account. Once the landlord makes the repairs, you can ask the court to release the money to the landlord.

- You may NOT escrow your rent if:
  - you are not current in your rental payments; or
  - you received written notice when you moved in that the landlord *owns* three or fewer dwelling units.

## What are my obligations as a tenant?

- As a tenant, you must:
- Keep the premises safe and sanitary.
  - Dispose of all garbage in a safe and sanitary manner.
  - Keep plumbing fixtures in the unit as clean as their condition permits.
  - For a broken furnace in mid-January, a reasonable amount of time may be just a few days. The landlord may take up to 30 days to make less critical repairs.
  - Comply with all state and local housing, health and safety code standards.

# Tenant/Landlord Rights and Obligations Brochure

- Not intentionally or negligently destroy, deface, damage or remove any fixture, appliance or other part of the premises, or allow your guests to do so.
- Keep clean and use appropriately any appliances the landlord has provided and promptly tell your landlord if your appliances need repair.
- Not disturb, or allow your guests to disturb, your neighbors.
- Not allow controlled substances (such as drugs) to be present on the property.
- Allow your landlord reasonable access (upon 24 hours' notice) to the premises to inspect, make repairs or show the property to prospective buyers or renters. Twenty-four hours of notice is not required in emergencies, or for the landlord to deliver large parcels, or upon agreement with the landlord.
- Not allow actual predators to occupy the unit if the unit is located within 1,000 feet of a school, preschool or child day-care center. The tenant cannot change any of these legal duties, but the landlord may agree to assume responsibility for fulfilling any of them.

## What are my rights as a landlord?

- If you own rental property and permit another to use, occupy or possess your residential premises for a period in return for money or something of value, you are a landlord.
- You can rent your property for any amount you wish. Unless you have a written or oral lease that provides for a fixed rent for the lease term (such as a one-year lease), you can increase rents in any amount, but you must give adequate notice. You give your notice by giving the tenant a notice for a month-to-month tenancy, the rent increase will not be effective until 30 days from the next rental date is due.
- You may rent to anyone you wish and establish any conditions and terms in a rental contract that do not conflict with federal or state law, including federal and state anti-discrimination statutes.
- You may evict the tenant for nonpayment of rent or for breaking any significant term of the lease. You must give the tenant written notice of your intent before filing an eviction action in court. For nonpayment of rent, you must give notice at





# FAIR HOUSING BEST PRACTICES

## TENANT TO VACATE UNIT

The following letter may be used when a landlord has failed to remedy conditions within a reasonable time period and the tenant wishes to exercise his/her right to vacate the premises:

Date: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Dear \_\_\_\_\_:

On \_\_\_\_\_ I sent you a letter requesting that the following conditions be remedied:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

In my letter I requested that the above conditions be remedied by \_\_\_\_\_. These items remain uncorrected.

Under the Ohio Landlord-Tenant Law, Ohio Revised Code 5321.07 (B)(3), I have the right to terminate our rental agreement if I have given you written notice of the aforesaid conditions and you fail to remedy them within a reasonable time. Since you have failed to remedy the conditions, I am moving out of the premises located at \_\_\_\_\_ on \_\_\_\_\_. Please send my security deposit of \$ \_\_\_\_\_ to me at the following address: \_\_\_\_\_.

Respectfully,

Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

## AVAILABLE ASSISTANCE

If you cannot afford an attorney, but you feel you need legal assistance, please call:

**Legal Aid Line**  
1-888-534-1432

If you have questions about the information in this brochure, you are invited to call:

**Maumee Valley Fair Housing Office**  
1300 E. Second Street, Suite 200  
Defiance, Ohio 43512  
419-784-3882

**FAIR HOUSING IS MORE THAN  
JUST A GOOD IDEA,  
IT'S THE LAW!**

It is illegal to discriminate against any person because of race, color, religion, sex, national origin, handicap or familial status:

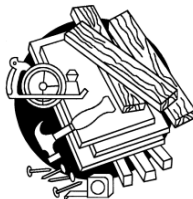
- in the sale or rental of housing or residential lots;
- in advertising the sale or rental of housing;
- in financing of housing; or
- in the provision of real estate brokerage services.

If you feel you have been discriminated against, you may file a complaint with the following:

**U.S. Department of Housing & Urban  
Development**  
1-800-669-9777

or  
**Ohio Civil Rights Commission**  
1-888-278-7101

## REPAIRS TO RENTALS



HOW TO REQUEST REPAIRS.  
- AND -  
WHAT TO DO IF REPAIRS  
ARE NOT MADE.

### MAUMEE VALLEY FAIR HOUSING OFFICE

1300 E. Second Street, Suite 200  
Defiance, Ohio 43512  
419-784-3882

## OHIO LANDLORD-TENANT LAW

Under the Ohio Landlord-Tenant Law, Ohio Revised Code 5321.07(A), a tenant has the right to withhold payment of rent to a landlord under the following circumstances:

- If the landlord fails to fulfill any obligations imposed on him by the Ohio Revised Code 5321.04.
- If the landlord fails to fulfill any obligations imposed on him by the rental agreement.
- If the conditions of the premises are such that the tenant reasonably believes that the landlord has failed to fulfill any obligation as required by law.
- If a governmental agency has found that the premises are not in compliance with building, housing, health or safety codes which apply to any condition of the residential premises that could materially affect the health and safety of an occupant.

## HOW TO REQUEST REPAIRS

First, a tenant must send a letter to the landlord outlining the needed repairs. A copy of the letter should be retained by the tenant for their records. The letter should be mailed **certified, return receipt requested**. If possible, include photographs of the problem areas.

Repairs should be made by the landlord within a reasonable period of time. A reasonable period of time is defined as 30 days, unless the condition in threatening to the tenant's health.

## WHAT TO DO IF REPAIRS ARE NOT MADE

If the landlord does not make the repairs requested by the tenant, the tenant may do one of the following:

- **ESCROW RENT PAYMENTS:**  
Deposit all rent with the Clerk of Courts office. The tenant **must be current in rent** to use this option. The tenant must present the Court with a copy of the letter sent to the landlord outlining the requested repairs, along with the return receipt showing the landlord received the letter.
- Ask the Court to order the repairs be made by the landlord. The tenant may ask that the rent be reduced until the repairs are made, or that rent paid into the escrow account be released to make the necessary repairs.
- **TERMINATE THE RENTAL AGREEMENT** with no penalty, after proper notice is given, if the landlord fails to remedy the situation.

**PLEASE NOTE:** These actions cannot be taken against a landlord who owns three or fewer rental units **and** who has informed the tenant of this fact in writing at the time of occupancy.



## NOTICE TO REMEDY CONDITIONS

The following is an example of a letter that may be sent to a landlord to request that repairs be made:

Date: \_\_\_\_\_  
Landlord's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Dear \_\_\_\_\_:

This letter is being sent to you pursuant to the Ohio Revised Code governing obligations of a landlord, Section 5321.04(A). I am requesting that the following repairs be made to the unit I occupy at \_\_\_\_\_.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

I am requesting that the above noted conditions be remedied by \_\_\_\_\_, which is 30 days from the date of this letter.

I will be depositing my rent payments with the Clerk of Courts office if the conditions outlined above are not remedied.

Please contact me as soon as possible to discuss when these repairs can be made.

Respectfully,

Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Keep two copies - one for you, and  
one for the court.**





# FAIR HOUSING BEST PRACTICES

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## Outreach and Trainings

- County Offices
- Villages and Townships
- Public Libraries
- Police and Sheriff's Departments
- NOCAC
- Homeless Shelter (PATH Center)
- Ability Center
- Habitat for Humanity
- Senior Centers
- Hospitals
- Schools
- Metropolitan Housing Authority
- Realtors
- Village and Township Meetings
- Public Libraries
- Social Services Meetings
- Fairs
- United Way Meetings
- Commissioners Sessions
- Other Public Meetings in the Community



# FAIR HOUSING BEST PRACTICES

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## QUESTIONS

