



**NEW JERSEY OFFICE  
OF THE ATTORNEY GENERAL  
DIVISION ON CIVIL RIGHTS (DCR)**

**PRESENTS:**

**A Brief Overview of DCR's  
Housing Investigation Unit (HIU)  
Procedures: Practical Insights  
for Parties and Their Representatives**

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Housing Investigations/MDRR Unit**

# The HIU AT DCR

- DCR serves New Jersey's Fair Housing Assistance Program Agency for the U.S. Department of Housing and Urban Development's Office of Fair Housing & Equal Opportunity (HUD)
- DCR has a worksharing agreement with HUD. Pursuant to this agreement the HIU was created in 2004.
- The HIU has 5 investigators, and 2 support staff covering DCR's offices throughout the state and is overseen by the manager.

# Intake Process

- Cases come to DCR 2 ways:
- Contacting DCR or
- Referral of HUD Fair Housing Act Complaints to DCR by the transmittal of a HUD 903 form from the Office of FHEO.

# Intake Interview Leads to:

- The drafting and signing of a verified complaint or “VC”.
- Based on the VC, DCR drafts a Document and Information Request (D&I) specific to the case.
- The Respondent is served with the VC and D&I and afforded 20 days to answer with a written narrative rather than “admit or deny”.

# How does DCR Investigate a Housing Case?

- Review VC, answer and D&I and
- Review Other Sources of Evidence:
  - Advertisements from media including Internet
  - Rental Records, Leases, Applications, Bylaws of HOAs, MDRR
    - Try to use uniform rental applications and maintain records for 2 year minimum
  - Field visits to view facilities
  - Interview Witnesses - e.g. tenants, neighbors, current/former employees of landlord, municipal employees.
  - Keep in mind witness interview policy available on website. Attorney is only allowed to be present if interviewing individuals with control over litigation decision-making

## **Currently The Majority Of Investigations Allege Disability Discrimination**

- Reasonable modification of premises
- Reasonable accommodation in rules, policies, practices or services
- In those cases DCR will perhaps:
  - Conduct field visits
  - Take Measurements of distances, slopes of ramps, sizes of parking spaces, doorways/ doorway pressure etc...
  - Review reasonable accommodation requests of other tenants/owners
  - Request medical documentation from Complainant and/ or talk to physician who provided medical necessity of requested accommodation

# Emergent Relief

- If necessary to prevent irreparable harm, and if there is substantial evidence of unlawful discrimination, DCR may file court action seeking temporary or preliminary injunctive relief

# No Probable Cause

If the investigation results in finding of “no probable cause,” the case is closed.

Either party may file a motion for reconsideration within thirty days.

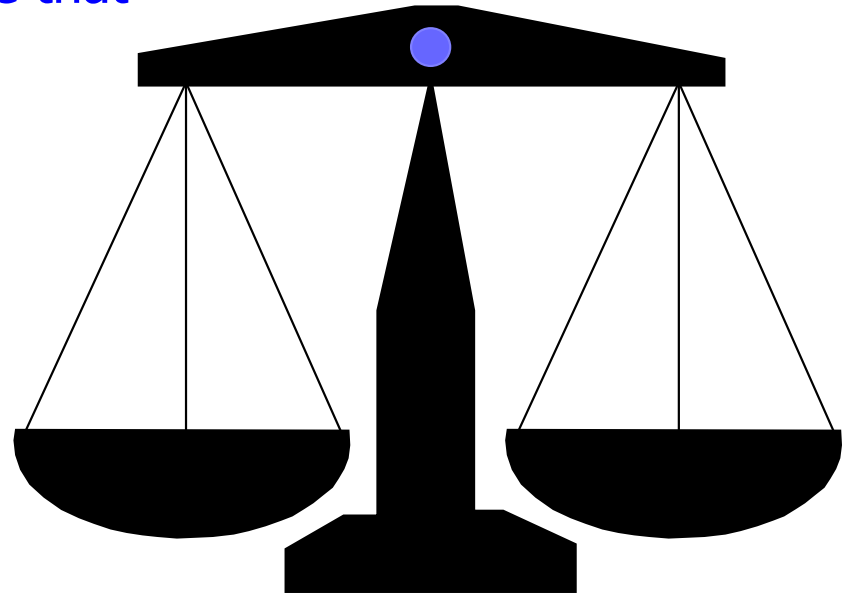
Complainant has the right to file an appeal with the Appellate Division of the New Jersey Superior Court within 45 days.



# Finding of Probable Cause

Is a reasonable suspicion to believe that  
the LAD has been violated

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the LAD has been violated



# Contact Information

The Division looks forward to working with you.  
For more information on how to file a  
complaint, or to schedule housing training go  
to : or contact us at:

[www.njcivilrights.gov](http://www.njcivilrights.gov)

Newark

Trenton

TTY: 973-648-4678

TTY: 609-292-1785

Voice: 973-648-2700

Voice: 609-292-4605

Atlantic City

Camden

TTY: 609-441-7648

TTY: 856-614-2574

Voice: 609-441-3100

Voice: 856-614-2550