**FAIR CHANCE HOUSING ORDINANCE:**

**Annual Certification Form for Affordable Housing Providers**

*It is required that Affordable Housing Providers complete this form on an annual basis to certify compliance with the Fair Chance Housing Ordinance. Submit completed form to the City of Oakland Housing and Community Development Department via mail to 250 Frank Ogawa Plaza, Suite 6301, Oakland, CA 94612, or via email to* [*housingassistance@oaklandca.gov*](mailto:housingassistance@oaklandca.gov)*. If the Provider has not fully complied with any of the below requirements, attach a separate sheet detailing said non-compliance.*

1. Form submitted on behalf of (*name of Affordable Housing Provider*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Address of rental property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name of person completing form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Role/title of person completing form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify the following:

* I have personal knowledge of the above-listed Affordable Housing Provider’s rental application policies, procedures, and practices and have the authority to complete this certification on the organization’s behalf.
* I am familiar with the City of Oakland’s Ron Dellums and Simbarashe Sherry Fair Chance Access to Housing Ordinance (Ordinance No. 13581 C.M.S.), codified in Chapter 8.25 of the Oakland Municipal Code.
* We (the organization) have been in full compliance with the Fair Chance Access to Housing Ordinance, including abiding by the following terms:
  + We have not produced or disseminated any advertisement related to housing that expresses, directly or indirectly, that any person with a criminal history will not be considered or may not apply for the rental or lease of housing owned, master leased, and/or property managed by our organization, except as required by State or Federal law.
  + We have not inquired about any applicant’s criminal history on our application, nor run a criminal background check on any applicant during our application processes, nor have we asked applicants to consent to a criminal background check as a part of our application or application process.
  + We have not evicted any tenant on the sole basis of holding a criminal record.
  + We are aware of the rights of tenants, as well as family members of formerly incarcerated individuals, to file a complaint with the City or take legal action if they are prohibited from adding a new tenant with a criminal history or a family member with a criminal history to their lease on the sole basis of criminal history.
  + We are aware that we may check the State’s Lifetime Sex Offender Registry during our selection process. We are aware that due process protections entail that we ask for and receive consent from applicants before checking the State’s Lifetime Sex Offender Registry, and allow applicants the opportunity to withdraw their applications if they desire.
  + We are aware that we may run limited criminal background checks for HUD funded units when required by Federal or State law. We are aware that due process protections entail that we ask for and receive consent from applicants to run a criminal background check, and allow applicants the opportunity to withdraw their applications if they desire.
  + We have included the Notice to Applicants and Tenants provided by the City of Oakland prominently in our application materials, website and any other locations under our control that are frequently visited by applicants.
  + We shall maintain a record of any criminal history obtained for any applicant for housing for a period of at least three years. To the maximum extent permitted by law, any information obtained regarding an applicant’s criminal history shall remain confidential.
  + If applicable, we have complied with requests by the City to provide records for purposes of demonstrating compliance with requirements of this Ordinance.
  + We have not interfered with, restrained, or denied the exercise of, or the attempt to exercise, any right protected under the Fair Chance Access to Housing Ordinance, or taken any adverse action against any person who has exercised or attempted to exercise any rights protected under the Ordinance.

I declare under penalty of perjury under the laws of the City of Oakland that the foregoing is true and correct.

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Signature of person completing form Role/Title Date