Policy Compliance Review Required Documents

All of the documents listed below are required for implementation and compliance of the City of Los Angeles Housing Policies Related to Disability. <u>Please send the listed documents via email to the AcHP Policy Analyst assigned to your project prior to attending the Policy Compliance Review.</u>

You may download all required posters and documents from AccessHousingLA.org

	Policies and Procedures
1	Most current HCIDLA Property Management
2	Plan Grievance Policy
3	Copy of Acknowledgement of Adoption of City's Fair Housing Policy Related to Disability
4	Copy of Training Certificate on Fair Housing Policies Related to Disability (HCIDLA/AcHP Training)

	Outreach
5	Affirmative Marketing Flyer (existing)
6	Screen shot of your property listed on www.housing.lacity.org

	Posting
7	HUD Poster posted - Picture
8	Notice of Right to Reasonable Accommodation (Appendix 2)
9	posted - Picture State Fair Housing poster in English & Spanish posted - Picture

	Waiting Lists
10	Accessible Unit Waitlist (not required for Coordinated Entry
11	System properties) Accessible Unit Transfer List
12	Accessible Unit Transfer List - Common Control

	Applications and Tenant Recertifications
13	Copy of Rental Application and Recertification package

	Logs
14	Reasonable Accommodation (RA) / Modification (RM) Log
15	Grievance Log

	Effective Communication
16	Any written forms or documents showing TTY # or directing users to call 711

	Rental Occupancy Policies Regarding Disability
17	Acknowledgement of Receipt of Tenant Handbook and Appendices 1-10 distributed to new applicants and current tenants
18	Signed Certificate of Fair Housing & Accessibility Compliance