

**VILLAGE OF SUMMIT  
HUMAN RIGHTS COMMISSION**

**INSTRUCTIONS FOR FILING A FAIR HOUSING COMPLAINT**

- STEP 1: PICK UP A COMPLAINT FORM FROM THE VILLAGE'S MUNICIPAL SERVICE CENTER (7321 W. 59<sup>TH</sup> STREET)
- STEP 2: FILL OUT FORM COMPLETELY AND HAVE THE FORM NOTARIZED. (A NOTARY IS AVAILABLE AT THE MUNICIPAL SERVICE CENTER)
- STEP 3: TURN IN THE COMPLETED FORM TO THE VILLAGE CLERK'S OFFICE.

\*\*\*THE COMPLAINT FORM WILL BE GIVEN TO THE SECRETARY OF THE HUMAN RIGHTS COMMISSION THAT SAME DAY. RECEIPT OF THE COMPLAINT WILL BE ACKNOWLEDGED BY MEMBERS OF THE HUMAN RIGHTS COMMISSION WITHIN 48 HOURS.

\*\*\*IN ACCORDANCE WITH THE ILLINOIS DEPARTMENT OF HUMAN RIGHTS, ALL COMPLAINTS REGARDING HOUSING MUST BE MADE WITHIN ONE (1) YEAR OF THE OCCURRENCE.

**COMPLAINT REGARDING THE VIOLATION OF  
THE VILLAGE OF SUMMIT'S  
FAIR HOUSING ORDINANCE**

DATE OF COMPLAINT: \_\_\_\_\_ NO.: \_\_\_\_\_

COMPLAINANT (PERSON MAKING COMPLAINT OF VIOLATION):

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

I, \_\_\_\_\_, HAVING BEEN FIRST DULY SWORN ON OATH  
DEPOSE AND STATE THE FOLLWING: (DESCRIBE THE INCIDENT  
CONSTITUTING VIOLATION)

---

---

---

---

---

---

---

---

---

---

THE INCIDENT OCCURRED ON \_\_\_\_\_ AT \_\_\_\_\_

(Address where incident occurred)

AND INVOLVED HOUSING ACCOMMODATIONS AS FOLLOWS:

(Description of property involved in violation)

\_\_\_\_\_  
(Signature of Complainant)

SUBSCRIBED AND SWORN TO BEFORE  
ME THIS \_\_\_\_\_ DAY OF

\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(7-8-08)