



City Manager, City of St. Augustine
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St. Augustine, Florida 32084
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CITY OF ST. AUGUSTINE HOUSING DISCRIMINATION COMPLAINT FORM

If you believe that you have been the victim of an unlawful discriminatory practice in housing in violation of the City of St. Augustine Human Rights Ordinance (Chapter 16, Art. II) you must file a Complaint within 45 days after the alleged unlawful discriminatory practice occurred. To start the process of filing a complaint, please complete the City of St. Augustine Housing Discrimination Complaint Form. The City Commission or their designee will conduct a full and prompt investigation of the alleged unlawful discriminatory practice.

Who Can File?

Housing Discrimination - It is against the law to do any of the following based on race, color, religion, ancestry, sex, place of birth, handicap, familial status, national origin or sexual orientation:

- Refuse to rent or sell housing;
- Falsely deny that housing is available for inspection, rental or sale;
- Advertise in a discriminatory manner;
- Refuse to make a mortgage loan;
- Impose different conditions or terms on a loan;
- Threaten, coerce or intimidate any individual exercising a fair housing right; and
- Refuse reasonable changes to your dwelling to accommodate a disability.

A buyer, tenant or mortgagor may file a Complaint under the City of St. Augustine Housing Discrimination Ordinance when:

- The alleged discriminatory act occurred within the past forty five (45) days; and
- The buyer, tenant or mortgagor has not previously initiated a civil or administrative action in any court or administrative agency alleging an unlawful discriminatory practice with respect to the same grievance that is the subject of this Complaint.

Housing or housing accommodations means any building, structure or portion thereof, or other facility occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land that is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof, mobile home, trailer or other facility. The City of St. Augustine Human Rights Ordinance is not applicable to rooms or units in housing containing living quarters occupied or intended to be occupied by no more than four (4) families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

Instructions

If you would like to file a Complaint, complete the City of St. Augustine Housing Discrimination Complaint Form and:

1. Answer all questions as completely as possible. If you do not know the answer to a question, answer by stating "not known." If a question is not applicable, write "N/A." If you are filling out the form by hand, please print.
2. After you fill out the form, please have the Complaint Form notarized. Notary services are available at the City of St. Augustine Administration Department, 75 King Street, 4th Floor, St. Augustine, Florida, free of charge.
3. Attach copies of any documents that you think will help the City Commission or its designee investigate your case.
4. Return the Complaint form to City of St. Augustine, Office of the City Manager, 75 King Street, 4th Floor, St. Augustine, FL 32084. The Complaint may be filed in person, by ordinary mail or registered mail.
5. Keep a copy of your Complaint, and copies of any documents that you attach, for your own records.
6. Your Complaint will be shared, in whole or in part with the individual, organization or business that allegedly discriminated against you (the Respondent).
7. Your Complaint is a public record, and is open to public inspection pursuant to Florida's Public Records Act, Chapter 119, Florida Statutes.

If you have any questions, please call 904.825.1052 for assistance.