Notice to Applicants:

Fair Chance Housing Act Criminal History Screening Process

In accordance with the Maryland Fair Chance Housing Act, this notice is provided to explain how your criminal history record will be screened as part of your housing application. This process ensures that your application will be reviewed fully and fairly. This notice must be provided before you pay an application fee. Read the process below to understand how your eligibility will be determined:

1) Prequalification

This step includes the landlord's routine tenant screening, including checking your credit history, employment, income, payment delinquencies, bankruptcies, etc. This step does not screen for conviction history.

However, the landlord can ask you to disclose whether you have any of the following convictions under the Maryland Criminal Law Article, which may be grounds for a denial:

- Child Pornography Crimes under §11-207
- First or Second-Degree Murder under §2-201 or §2-204
- Human Trafficking under §3-1102
- Sex offenses under Title 3, Subtitle 3
- Out-of-state or federal equivalents of any of the above

You can also be asked to disclose:

- Whether you are currently required or have ever been required to register on a sex offender registry in Maryland or any other state.

If you are applying to live in federally assisted housing, you can also be asked to disclose if you have a conviction for:

- Producing, manufacturing, distributing, or dispensing methamphetamine in federally assisted housing.

2) Conditional Offer and Criminal Background Check

If you pass the prequalification stage, you will be given a "Conditional Offer" of housing. A conditional offer is not a final offer for housing. It is a contingent upon

the limited criminal history background check permitted under the Fair Chance Housing Act.

The following convictions can be the basis for a denial of a conditional offer:

- A felony conviction within the past five years,
- Convictions from the prequalification stage that were not disclosed, and
- Any out-of-state equivalents

3) Approval OR Denial and Right to Request a Reassessment

Your application may be approved, or the conditional offer may be withdrawn. If the conditional offer is withdrawn, the following needs to happen:

- The landlord will provide you with a written notice that includes the specific reason(s) why the conditional offer was withdrawn.
- Within 30 days of receiving the written notice, you can request that the landlord provide a copy of all of the information they used to when considering your application, including criminal history records.
- Landlords must provide a response within 10 days of receiving the request.

If your application is denied, you have the right to request an individualized assessment. You must request an individualized reassessment in writing.

4) Reassessment

The Maryland Department of Housing and Community Development's Office of Tenant and Landlord Affairs (OTLA) has created a worksheet that you can use to guide your individualized assessment request.

The housing provider is not required to use the OTLA worksheet and can ask you to use a form they provided. However, the OTLA worksheet can help guide you in deciding what information to provide in your individualized assessment request.

If you do not use the OTLA worksheet, your individualized assessment request must be signed under penalty of perjury.

I acknowledge that I received this notice before paying an application fee.

Applicant Signature: _____

Date: _____

Landlord Representative Signature: _____

Landlord Representative Title: _____

Landlord or Management Company: _____

Date: _____