

**UNITED STATES DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT**

TITLE VIII

CONCILIATION AGREEMENT

Between

**U.S. Department of Housing and Urban Development
Assistant Secretary for Fair Housing and Equal Opportunity**

(Complainant)

And

**Peachtree Apartments
And
Sun Belt Management Company
And
Chilton Associates Ltd.
And
Brenda Jones**

(Respondents)

HUD CASE NUMBER: 00-12-0006-8

A. PARTIES

Complainant

John D. Trasviña
Assistant Secretary for Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451 7th Street, SW, Room 5100
Washington, DC 20140-2000

Respondents

Peachtree Apartments
110 Peachtree Lane
Clanton, Alabama 35045

Sun Belt Management Company
Rudolph H. Beaver, Owner & Registered Agent
9010 U.S. Highway 431
Albertville, Alabama 35950

Chilton Associates Ltd.
1111 North Hooper Drive
Albertville, Alabama 35950

Brenda Jones, Manager
Peachtree Apartments
110 Peachtree Lane
Clanton, Alabama 35045

B. PARTIES' POSITION STATEMENTS

1. Complainant's Position

On January 12, 2012, the Assistant Secretary for Fair Housing and Equal Opportunity ("Assistant Secretary") of the U.S. Department of Housing and Urban Development ("HUD" or "Department") filed a timely complaint against Respondents Peachtree Apartments, Sun Belt Management Company, Chilton Associates Ltd., and Brenda Jones, (collectively "Respondents"), pursuant to authority granted under Section 810 (a)(1)(A)(i) of the Fair Housing Act [42 U.S.C. §3601 et seq.].

The Assistant Secretary's complaint alleges that the Respondents discriminated against an applicant for multifamily residential rental dwellings based on the applicant's national origin in violation of Sections 804(a), 804(b), and 804(c) of the Fair Housing Act. Respondent Peachtree Apartments is a residential multifamily rental dwelling as defined under section 802(b) of the Fair Housing Act. Respondent Chilton Associates Ltd. is the record owner of the subject property, Respondent Peachtree Apartments.

At the time of the alleged discrimination, Respondent Brenda Jones was employed by Respondent Sun Belt Management Company as the Site Manager for Peachtree Apartments. Respondent Sun Belt Management Company is an entity engaged in the business of managing and renting dwellings, as defined under section 803(c) of the Fair Housing Act. Respondent Rudolph H. Beaver is the record owner of Respondent Sun Belt Management Company, and is therefore a person who is subject to the prohibitions of the Fair Housing Act.

The Assistant Secretary's complaint alleges that on September 29, 2011, a Hispanic Tester from the Central Alabama Fair Housing Center (CAFHC) telephoned the Peachtree Apartments management office to inquire about the process for applying to rent an apartment. The complaint alleges that, during a telephone conversation with the CAFHC's Hispanic Tester, Respondent Manager Brenda Jones asked the Tester, "Are you Hispanic?" When the Hispanic Tester replied in the affirmative, Respondent Jones stated that she would need to see the Hispanic Tester's

green card or ‘a work visa or something like that.’ Respondent Jones also told the CAFHC’s Hispanic Tester that ‘the same type of identification’ would be required for her mother, as well as ‘Social Security cards and things like that’ for her two sons.”

Section 804(a) of the Fair Housing Act makes it unlawful: “...to otherwise make unavailable or deny, a dwelling to any person because of national origin”. HUD’s implementing regulation at 24 C.F.R. §100.50(b)(3) states that: “It shall be unlawful to...engage in any conduct relating to the provision of housing which otherwise makes unavailable or denies dwellings to persons because of...national origin.”

Section 804(b) of the Fair Housing Act makes it unlawful: “to discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of national origin.” HUD’s implementing regulation at 24 C.F.R. §100.70(b) states that: “It shall be unlawful, because of...national origin, to engage in any conduct relating to the provision of housing or of services or facilities in connection therewith that otherwise makes unavailable or denies dwellings to persons.”

Section 804(c) of the Fair Housing Act makes it unlawful “...to make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on...national origin, or an intention to make any such preferences, limitation, or discrimination.” HUD’s implementing regulation at 24 C.F.R. Part 100, §100.75(b) further provides that: “The prohibitions in this section shall apply all written or oral notices or statements by a person engaged in the sale or rental of a dwelling.”

2. Respondents’ Positions

The Respondents deny the Complainant’s allegations. The Respondents contend they complied with the requirements of the Fair Housing Act on the date of the alleged violation and remain in compliance with said requirements. The Respondents further contend that on the date of the alleged violation, three apartments were rented to individuals of Hispanic national origin.

3. Conciliation

It is understood that the execution of this Conciliation Agreement does not constitute an admission by the Respondents of any violations of the Fair Housing Act alleged in the Assistant Secretary's complaint.

C. DURATION OF AGREEMENT

This Conciliation Agreement (hereinafter "Agreement") shall be in effect for a term of three (3) years from the effective date of the Agreement.

Any time limits for performance imposed under this Agreement may be extended by mutual written consent of the Respondents and of the Assistant Secretary or his designee.

D. SCOPE OF AGREEMENT

The provisions of this Agreement shall be applicable to the Complainant, Respondent Peachtree Apartments and to all residential rental properties owned by Chilton Associates Ltd. Additionally, Sun Belt Management Company agrees to adhere to the provisions of this agreement at all properties it manages which currently includes approximately 277 properties located in eight states.

E. EFFECTIVE DATE OF AGREEMENT

The parties expressly agree that this Agreement shall constitute neither a binding contract under state or federal law, nor a Conciliation Agreement pursuant to the Fair Housing Act, unless and until such time as this Agreement is approved by HUD, through the Assistant Secretary or his designee.

It is understood that this Agreement shall become effective as of the date on which it is approved by the Assistant Secretary or his designee.

F. GENERAL PROVISIONS

The parties acknowledge that this Agreement is a voluntary and full settlement of the disputed complaint. The parties affirm that they have read and fully understand the terms set forth herein. No party has been coerced, intimidated, threatened, or in any manner compelled to become a party to this Agreement.

The Respondents acknowledge that Section 818 of the Fair Housing Act makes it unlawful to intimidate, coerce, threaten, retaliate against, or otherwise interfere with any person who has made a complaint, testified, assisted, or participated in any manner in a proceeding under the Act. The Respondents further acknowledge that such conduct shall constitute a material breach of this Agreement, and a statutory violation of the Fair Housing Act.

The parties agree that after this Agreement has been approved by the Assistant Secretary or his designee, it is binding upon the Respondents; the Respondents' agents, employees, contractors authorized to rent, manage, or market; heirs, successors and assigns; and upon all others in active concert with the Respondents in the ownership, management, or marketing of Respondents' residential rental properties.

It is understood that, pursuant to Section 810(b)(4) of the Fair Housing Act, upon approval of this Agreement by the Assistant Secretary or his designee, this Agreement shall become a public document.

This Agreement in no way limits or restricts HUD's authority to investigate any other complaint involving the Respondents made pursuant to the Fair Housing Act, or any other complaint within HUD's statutory jurisdiction.

No amendment to, modification of, or waiver of any provision of this Agreement shall be effective unless: (a) all signatories or their successors to the Agreement agree in writing to the amendment, modification or waiver; and (b) the amendment, modification or waiver is in

writing; and (c) the amendment, modification or waiver is approved and signed by the Assistant Secretary or his designee.

The parties agree that the execution of this Agreement may be accomplished by separate execution of consents to this Agreement, and that the original executed signature pages attached to the body of the Agreement shall constitute one document.

G. RELIEF FOR AGGRIEVED PERSONS

1. Within *thirty (30)* calendar days after the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. hereby agree to collectively donate the sum of Five Thousand Dollars (\$5,000.00) to the Central Alabama Fair Housing Center (CAFHC) to support programs and activities to further fair housing.
2. Within *thirty (30)* calendar days after the effective date of this Agreement, Respondents hereby agree to collectively donate the sum of Five Thousand Dollars (\$5,000.00) to a local or state-wide group or organization which supports the interests of the Hispanic Latino communities in the state of Alabama.
3. Respondents Sun Belt Management Company and Chilton Associates Ltd. hereby agree, if and to the extent not already in practice, not to require different terms, conditions, documents, or eligibility standards on the basis of national origin from persons inquiring about or applying for housing at any properties subject to this Agreement. Specifically, the Respondents agree that in implementing any federal government-imposed program eligibility requirements for determining the citizenship status of inquirers or applicants for housing, that they will screen all applicants in the same manner with the same criteria irrespective of national origin or perceived national origin.

H. RELIEF IN THE PUBLIC INTEREST

Limited English Proficiency (LEP) Standards

Within ninety (90) days of the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. agree to develop or provide a Limited English Proficiency Plan (LEPP) that shall be applicable to all of the Respondents' residential rental housing-related programs and activities. The LEPP shall be developed consistent with guidance available from the United States Department of Justice. The proposed LEPP shall be submitted to HUD for review and approval. The LEPP shall include, at a minimum, provision for translation, interpretation, and outreach service.

Nondiscrimination Policy

Within twenty (20) business days from the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall implement, if and to the extent not currently implemented, a Nondiscrimination Policy regarding the rental of dwelling units at all properties owned or managed, or operated, in whole or in part, by the said Respondents at any time during the term of this Agreement. The Nondiscrimination Policy shall be applied equally to all current or prospective tenants, irrespective of race, color, religion, sex, disability, familial status, or national origin. The Respondents shall also promptly provide copies of the Nondiscrimination Policy to the prospective tenants of all residential rental properties owned, managed, or operated, in whole or in part, by the Respondents. The policy shall be prominently displayed in areas visible to prospective applicants and tenants in English, Spanish, and any languages identified as requiring translation in its LEPP. The text of the Nondiscrimination Policy shall be published as set forth in **APPENDIX A** of this Agreement.

Notice to Agents, Employees, and Contractors Authorized to Rent, Manage, or Market

Within forty-five (45) calendar days from the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall provide copies of this Agreement, including the Nondiscrimination Policy, to all managers, agents, employees, and contractors authorized to rent, manage, or market dwelling units located in any rental housing properties or developments owned, operated and/or managed in whole or in part by the Respondents. The Respondents shall obtain a signed statement from each rental property manager, agent, employee, and/or contractor authorized to rent, manage, or market acknowledging that he or she received and read a copy of the Nondiscrimination Policy; had an opportunity to ask questions about the Nondiscrimination Policy; received satisfactory answers to any questions raised; understands the provisions of the Nondiscrimination Policy; and agrees to comply with the requirements thereof. The Acknowledgement statement shall be distributed to the Respondents' managers, agents, employees, and contractors authorized to rent, manage, or market.

NOTICE TO PUBLIC OF NONDISCRIMINATION POLICY

1. Within twenty (20) business days from the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall take the following steps, to the extent not previously taken, to notify the public of their nondiscriminatory residential rental housing policies:

A. Prominently post at all rental offices that the Respondents may currently or subsequently use for the rental of dwellings, copies of HUD's "Equal Housing Opportunity" Poster in both English [Form HUD-928.1] and Spanish language [Form HUD-928.1A] texts, as set forth in **APPENDIX B-1** and **APPENDIX B-2** of this Agreement.

B. Whenever any dwelling unit at any of the residential rental properties owned, operated, or managed in whole or in part by Respondents Sun Belt Management

HUD “Equal Housing Opportunity” Logo, prominently displayed and in an easily readable format.

C. Include the HUD “Equal Housing Opportunity” slogan [print or audio format] and/or the HUD “Equal Housing Opportunity” Logo [as set forth in **APPENDIX B-3** of this Agreement], prominently placed and easily readable, in all residential rental advertising conducted by the Respondents, or by their agents or employees, in newspapers, flyers, handouts, telephone directories and other written materials; on radio, television, the Internet, or other broadcast media; or on all billboards, signs, pamphlets, brochures and other promotional literature. It is understood that this provision does not require the Respondents to advertise rental dwellings in any of the above-referenced media formats; however this provision shall apply to any covered rental dwelling advertisements that may be made, issued, displayed, published, disseminated, distributed, posted, or authorized by the Respondents, their agents, employees, and/or contractors authorized to rent, manage, or market during the term of this Agreement.

D. Include the following statement, or substantially similar language for properties subsidized by USDA’s Rural Development, a division of the United States Department of Agriculture, in the standard rental application and in the standard lease agreement for all rental dwelling units located at any of the residential rental properties owned, operated, and/or managed in whole or in part by the Respondents:

“We are an equal housing opportunity provider. We do not discriminate on the basis of race, color, religion, sex, disability, familial status (families with children under 18 years old), or national origin.”

E. The above-referenced statement shall be printed in boldface type, using letters of equal or greater size to those of the text in the body of the document in all subsequent printings.

MANDATORY CIVIL RIGHTS COMPLIANCE TRAINING

1. Within one hundred eighty (180) calendar days from the effective date of this Agreement, each individual involved in the Respondents' residential rental property management operations, and all rental housing managers, agents, employees who interact with tenants, and/or contractors authorized to rent, manage, or market, participating in, and/or responsible for implementation of the Respondents' residential rental housing leasing and management operations, who have not attended training within the previous one hundred eighty (180) calendar days, shall attend in-person training on the requirements of the federal Fair Housing Act, including the Act's prohibitions against discrimination based upon considerations of race, color, religion, sex, disability, familial status, or national origin.
2. The civil rights compliance training required under this Agreement shall be conducted by an independent, qualified third party or a qualified in-house trainer, approved in advance by HUD. HUD also reserves the right to review and approve the format, curriculum/content of the proposed training course(s). The Respondents shall bear any costs associated with the development and presentation of the mandatory civil rights compliance training program for the duration of this Agreement.
3. If a new rental housing manager, agent, employee, and/or contractor authorized to rent, manage, or market, commences his or her employment with Respondent Sun Belt Management Company or with Respondent Chilton Associates, Ltd. at a time when an in-person civil rights compliance training course is not scheduled within the next ninety (90) days from the commencement of his or her employment, that individual must receive, within those ninety (90) days, qualified in-house or on-line training on the basic requirements of the federal Fair Housing Act. Any on-line civil rights compliance training course mandated under this Agreement shall be approved in advance by HUD, and any expenses associated with the development or presentation of such on-line training shall be borne by the Respondents. The Respondents shall also obtain and provide to HUD certification of completion of the HUD-approved on-line training course executed by each individual who completed such on-line training, in the form provided in **APPENDIX D-2** of this Agreement.

4. At a minimum, the civil rights compliance training course required under this provision of the Agreement shall consist of the following elements:

Instruction on the requirements of applicable federal and state housing discrimination laws; and

Applicability of Fair Housing Act prohibitions to providers of services associated with and essential to the occupancy of a residential dwelling; and

Instruction on the requirements of the Respondent's Nondiscrimination Policy for rental housing managers, agents, employees, and/or contractors authorized to rent, manage, or market; and

A question and answer session for the purpose of reviewing the foregoing topics.

5. Within forty-five (45) calendar days of the completion of each session of the training course, the Respondents shall provide to HUD a Certificate or a letter from the training entity, together a copy of the full training course agenda, and a list of all (successful and unsuccessful) participants, as evidence of compliance with this provision of the Agreement. The Respondents shall also provide to HUD individual written certifications of completion of the designated training course. The training certifications shall be signed by each individual who successfully completed the designated training course, confirming his or her attendance in person. The training certification shall include the training course title, a summary of the course agenda, the date(s) of attendance, and the date on which the individual trainee completed the course, in the form provided in **APPENDIX D-1** of this Agreement.

MANDATORY INTERNAL FAIR HOUSING COMPLIANCE TESTING PROGRAM

1. Within ninety (90) days from the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall initiate, if and to the extent not currently in place, internal fair housing compliance testing of the Respondents' rental housing and management operations. The Respondents shall bear any costs associated with the implementation of the internal fair housing compliance testing program.

and management operations. The Respondents shall bear any costs associated with the implementation of the internal fair housing compliance testing program.

2. The internal fair housing compliance testing shall be conducted on 2/3rds of the properties in the state of Alabama for each year of the term of the Agreement to ensure that each property will be tested at least twice during the term of the Agreement. One-third of the properties in all other states will be tested once a year to ensure that each property will be tested at least once during the term of the Agreement. HUD shall review the results of all internal fair housing compliance testing conducted under the terms of this Agreement, and provided in the required reports. The parties agree that the selection of the fair housing compliance testing organization and the content of the fair housing compliance testing program shall be subject to prior review and approval by HUD. The Respondents may also develop a methodology and testing protocol subject to the prior review and approval by HUD. ***The parties further agree that HUD will not file Fair Housing Act complaints against the Respondents based on the results of the Respondents' internal fair housing compliance testing program.***

I. APPOINTMENT OF A CONCILIATION AGREEMENT ADMINISTRATOR

1. Within ten (10) business days from the effective date of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall designate an individual to serve as the Conciliation Agreement Administrator (CA Administrator) for this Agreement, and shall promptly notify HUD in writing of the identity of the designee. The CA Administrator shall serve for a term equal to the term of this Agreement.

2. The CA Administrator shall report directly to John C. McConahey, Director of Management, Sun Belt Management Company.

3. Respondents Sun Belt Management Company and Chilton Associates Ltd. agree to allocate such resources as may be necessary to facilitate the successful performance of the CA Administrator's duties under this Agreement.

Coordination and verification of all compliance activities required under this Agreement, including but not limited to, training, compliance testing, procedural and/or policy revisions, affirmative marketing, and outreach activities; and

Collection, retention, and preservation of all relevant records required under this Agreement; and

Preparation of all monitoring reports, notices, and records required under this Agreement.

5. In the event that the CA Administrator resigns, or is otherwise terminated prior to the expiration of this Agreement, the Respondents shall designate an Acting CA Administrator within five (5) business days of such resignation or termination, and shall promptly provide written notice to HUD of the identity of the individual designated to serve as Acting CA Administrator. Within ten (10) business days of the resignation or termination of the CA Administrator, the Respondents shall designate a successor CA Administrator, and shall promptly provide written notice to HUD of the identity of the individual designated to serve as successor CA Administrator.

J. MONITORING REQUIREMENTS

It is understood that HUD shall determine compliance with the provisions of this Agreement. At any time during the term of this Agreement, HUD may review the Respondents' compliance with this Agreement. During the course of a review, HUD may interview witnesses, and, upon reasonable notice, may inspect and copy pertinent records of Respondents Sun Belt Management Company and Chilton Associates Ltd. The Respondents agree to fully cooperate with all monitoring reviews that HUD may conduct for the purpose of verifying the Respondents' compliance with this Agreement.

K. REPORTING AND RECORDKEEPING REQUIREMENTS

1. For the duration of this Agreement, the CA Administrator shall retain all records relating to the Respondents' obligations under the Agreement. HUD shall have the right to review and copy such records upon request.

2. During the first year of the three (3)-year term of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall individually report their progress in meeting obligations under the Agreement on a quarterly basis. Each quarterly report shall contain a detailed description of the Respondent's actions to comply with each requirement of the Agreement since the preceding report period; an objective assessment of the extent to which each individual requirement was completed; an explanation of why any particular requirement, element, or component was not completed or fully implemented; and any recommendations for additional actions necessary to achieve compliance with this Agreement.

3. During the second year of the three (3)-year term of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall individually report their progress in meeting obligations under the Agreement on a semi-annual basis. Each semi-annual report shall contain a detailed description of the Respondent's actions to comply with each requirement of the Agreement since the preceding report period; an objective assessment of the extent to which each individual requirement was completed; an explanation of why any particular requirement, element, or component was not completed or fully implemented; and any recommendations for additional actions necessary to achieve compliance with this Agreement.

4. For the third year of the three (3)-year term of this Agreement, Respondents Sun Belt Management Company and Chilton Associates Ltd. shall individually report their progress in fulfilling obligations under the Agreement no later than three months prior to the expiration of the Agreement. The report shall contain a detailed description of the Respondent's actions to comply with each requirement of the Agreement since the preceding annual report period; an objective assessment of the extent to which each individual requirement was completed; an explanation of why any particular requirement, element, or component was not completed or

fully implemented; and any recommendations for additional actions necessary to achieve compliance with this Agreement.

5. The Respondents shall forward to HUD objective evidence of the successful completion of civil rights compliance training required under this Agreement in the form of a Certificate or a letter from the entity conducting the training, together with a list of participants, within forty-five (45) calendar days of the completion of such training session, as evidence of compliance with this Agreement.

6. The Respondents shall submit all required reports, notifications, certifications, and verifications of compliance with the terms of this Agreement directly to:

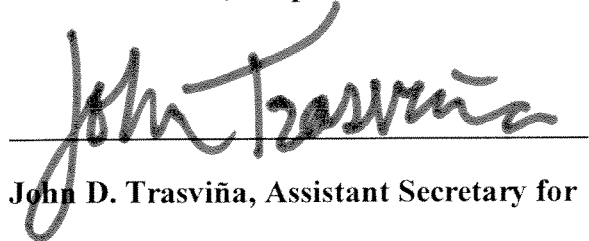
George D. Williams, Sr., Director
Civil Rights Compliance and Disability Rights
Office of Fair Housing and Equal Opportunity
U.S. Department of Housing and Urban Development
451-7th Street, SW, Room 5230
Washington, DC 20410-2000

L. BREACH OF CONCILIATION AGREEMENT

Whenever HUD has reasonable cause to believe that a Respondent has breached this Agreement, HUD shall within thirty (30) calendars days, provide notice to the Respondents and provide thirty (30) calendar days to comply. If such breach is not cured to HUD's satisfaction, HUD shall promptly refer the matter to the United States Attorney General with a recommendation that a civil action be filed in the appropriate United States District Court for the Northern District of Alabama pursuant to sections 810(c) and 814(b)(2) of the Fair Housing Act, for enforcement of this Agreement.

M. SIGNATURES

WHEREFORE, the parties hereto have duly executed this Agreement:



John D. Trasviña, Assistant Secretary for

Fair Housing and Equal Opportunity

[COMPLAINANT]

7-6-2012

DATE



Chilton Associates, Ltd. by Rudolph H. Beaver,

General Partner

6-27-2012

DATE



Sun Belt Management Company by

Rudolph H. Beaver, President

6-27-2012

DATE

APPENDIX A

NONDISCRIMINATION POLICY

It is the policy of [insert name of apartment complex] to comply with Title VIII of the Civil Rights Act of 1968, as amended, commonly known as the Fair Housing Act, by ensuring that all apartments are available to all persons without regard to race, color, religion, sex, disability, familial status, or national origin. This policy means that, among other things, [insert name of apartment complex] and all agents and employees with the responsibility for renting, managing, or administering any dwelling units at [insert name of apartment complex] must not discriminate in any aspect of the rental of dwellings against qualified applicants or tenants because of race, color, religion, sex, disability, familial status, or national origin. Such agents and employees may not:

- A. Refuse to rent, refuse to negotiate for the rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, disability, familial status, or national origin; or
- B. Discriminate against any person in the terms, conditions, or privileges of rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, disability, familial status, or national origin; or
- C. Make, print or publish, or cause to be made, printed or published any notice, statement, or advertisement, with respect to the rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, disability, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination; or
- D. Represent to any person because of race, color, religion, sex, disability, familial status, or national origin that any dwelling is not available for inspection or rental when such dwelling is in fact so available.

Any agent or employee who fails to comply with this Nondiscrimination Policy will be subject to appropriate disciplinary action. Any action taken by an agent or employee that results in unequal service to, treatment of, or behavior toward tenants or actual or potential applicants on the basis of race, color, religion, sex, disability, familial status, or national origin may constitute a violation of State or Federal fair housing laws. Any tenant or applicant who believes that any of the above policies have been violated by any owner, agent, or employee may contact the U.S. Department of Housing and Urban Development at: 1-800-669-9777 (Voice), 1-800 927-9275 (TTY); or the U.S. Department of Justice at: 1-800-896-7743 or (202) 514-4701.

APPENDIX B-1
EQUAL HOUSING OPPORTUNITY POSTER

[ATTACH FORM HUD-928.1]

APPENDIX B-2
IGUALDAD DE OPORTUNIDAD
EN LA VIVIENDA POSTER

[ATTACH FORM HUD-928.1A]

APPENDIX B-3

EQUAL HOUSING OPPORTUNITY LOGO

[ATTACH FAIR HOUSING LOGO GRAPHICS PRINTING INFO]

APPENDIX C-1
EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that on _____, 20__, I was provided with a copy of Sun Belt Management Company's Nondiscrimination Policy. I hereby acknowledge that I have read this Policy; that I understand the content of this Policy; and that I have received satisfactory answers to any questions regarding this Policy. I understand my responsibilities under the Nondiscrimination Policy, and I hereby agree to perform my duties as an [INSERT POSITION TITLE] of Sun Belt Management Company in full compliance with the provisions of Sun Belt Management Company's Nondiscrimination Policy.

Signature

Print Name

Job Title

Home Address

Home Telephone Number

Date

APPENDIX C-2

EMPLOYEE ACKNOWLEDGEMENT

I hereby acknowledge that on _____, 20__, I was provided with a copy of Chilton Associates Ltd.'s Nondiscrimination Policy. I hereby acknowledge that I have read this Policy; that I understand the content of this Policy; and that I have received satisfactory answers to any questions regarding this Policy. I understand my responsibilities under the Nondiscrimination Policy, and I hereby agree to perform my duties as an [INSERT POSITION TITLE] of Chilton Associates, Ltd. in full compliance with the provisions of Chilton Associates, Ltd. Nondiscrimination Policy.

Signature

Print Name

Job Title

Home Telephone Number

Date

APPENDIX D-1

CERTIFICATION OF COMPLETION OF FAIR HOUSING COMPLIANCE TRAINING

I hereby acknowledge that on _____, 20____, I attended in person and successfully completed the training course on the requirements of the Federal Fair Housing Act [Title VIII of the Civil Rights Act of 1968 as amended], including the Act's prohibitions against housing discrimination based on national origin.

Signature

Print Name

Job Title

Home Address

Home Telephone Number

Date

APPENDIX D-2

CERTIFICATION OF COMPLETION OF FAIR HOUSING COMPLIANCE TRAINING

I hereby acknowledge that on _____, 20____, I
successfully completed an on-line training course on the requirements of the Federal Fair
Housing Act [Title VIII of the Civil Rights Act of 1968 as amended], including the Act's
prohibitions against housing discrimination based on national origin.

Signature

Print Name

Job Title

Home Address

Home Telephone Number

Date