



ANDREWS FAIR HOUSING COMPLAINT PROCEDURE

Housing discrimination is prohibited by Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) and the North Carolina Fair Housing Act. In an effort to promote fair housing and that the rights of housing discrimination victims are protected, *Town of Andrews* has adopted the following procedures for receiving housing discrimination complaints:

Any person or persons wishing to file a complaint of housing discrimination in the Town may do so by informing the Town Administrator of the facts and circumstance of the alleged discriminatory acts or practice.

1. Upon receiving a housing discrimination complaint, the Town Administrator shall acknowledge the complaint within 15 days in writing and inform the Division of Water Infrastructure and the North Carolina Human Relations Commission about the complaint.
2. The Town Administrator shall offer assistance to the Commission throughout the investigation and reconciliation of all housing discrimination complaints which are based on events occurring in the Town.

Where To Get Help and What To Do If You Are Discriminated Against

1. Contact the Town Administrator at 1101 Main Street, Andrews, NC 28901 or P.O. Box 1210, Andrews, North Carolina, 28901 or telephone the Town Administrator at 828-321-5111. The Town Administrator will assist you with filing a complaint to the North Carolina Human Relations Commission.
2. Contact and/or file a complaint with the North Carolina Human Relations Commission, 1318 Mail Service Center, Raleigh, NC 27699-1318, or 116 W. Jones Street, Suite #2 or telephone the Commission at 919-807-4420
3. Contact the Fair Housing Project of Legal Aid of North Carolina, 224 South Dawson St., Raleigh, NC 27601 or 866-219-5262.

For the hearing impaired, TDD assistance is available at **(TDD # 711 or 800-735-2962)** and providing the facts and circumstances of alleged discriminatory act or practice.

This information is available in Spanish or any other language upon request. Please contact Town Administrator, Sandy Dobson at 828-321-5111 or at 1101 Main Street, Andrews, NC 28901 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Town Administrator, Sandy Dobson al 828-321-5111 o en 1101 Main Street, Andrews, NC 28901 de alojamiento para esta solicitud.

