



Town of Portland, Connecticut
Equal Opportunity Employer
Office of the First Selectwoman
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Town of Portland, Connecticut
FAIR HOUSING POLICY
DISCRIMINATION COMPLAINT PROCEDURE

If any person believes that his or her rights have been violated under the Fair Housing Act, he or she may file a complaint with the Fair Housing Officer of the Town of Portland at Town Hall.

- Complaints shall be filed not later than sixty (60) days after the act of discrimination occurred.
- The complainant should use the HUD Housing Discrimination Information Form available from the Fair Housing Officer.
- The Fair Housing Officer shall review the complaint and shall attempt to effect voluntary compliance with the law on the local level. If this is not possible, Fair Housing Officer will refer the complainant to the Department of Housing and Urban Development and/or to the Connecticut Commission on Human Rights and Opportunities.
- The deadlines for filing complaints with HUD and CHRO are one year and eighteen months respectively after the violation occurred.
- The Fair Housing Officer shall maintain records of complaints and referrals.

The Fair Housing Officer, First Selectwoman Susan Bransfield, or their designated representative is responsible for the enforcement and implementation of the Fair Housing Regulations/Plan and the enforcement of this policy. The Fair Housing Officer may be reached at 860.342.6715, Monday through Friday.