

# How to File an IDHR Housing Discrimination Complaint

## Step 1 - Prepare to submit your forms.

**What forms do I need to file a housing discrimination complaint with the Illinois Department of Human Rights (IDHR)?**

- **IDHR Housing/Real Estate Transaction Complainant Information Sheet** gives IDHR information about the housing discrimination that happened to you. This complaint sheet is the first step in filing a housing discrimination claim with IDHR. IDHR will use the information in the complaint sheet to decide if a discrimination charge can be brought against the person or organization.
- **Copies of documents** that support your discrimination claim, if you have any.
- **Addendum to Housing/Real Estate Transaction Complainant Information Sheet** (optional) If all of your information will not fit on the complainant information sheet, some of it will be in an addendum. If you have an addendum in your forms, you should include it with the other forms you submit to IDHR.

**How much time do I have to file my complaint with IDHR?**

You must email, mail, fax, or hand deliver your complaint sheet to IDHR within one year of the date the discrimination happened to you. It is best to file as soon as possible.

**Does it cost anything to file my forms with IDHR?**

There is no cost to file a complaint sheet with IDHR. You will have to pay for postage if you choose to mail your forms.

## Step 2 - Review and Sign you completed forms.

- Read through the Complaint Information Sheet and make sure all your information is correct.
- Read the "CONSENT AGREEMENT AND RELEASE" box at the bottom of page 2 of the form. If you agree, sign your name and enter the date in the spaces next to your printed name.

## Step 3 - Submit the Complaint Information Sheet to IDHR.

There are 4 ways to file your forms with IDHR:

- **Email:** send your forms by email to [IDHR.FairHousing@illinois.gov](mailto:IDHR.FairHousing@illinois.gov).
- **Mail:** send your forms by mail to IDHR's Chicago office.  
  
**Illinois Department of Human Rights  
Chicago Office**  
555 W. Monroe Street  
7th Floor  
Attn: Housing Intake  
Chicago, IL 60661  
(312) 814-6229
- **Fax:** send the forms by fax to IDHR's Chicago office at (312) 814-6251.
- **In-Person:** deliver the forms yourself to IDHR's Chicago office at the above address.

## Step 4 - Follow up with your claim.

- If IDHR accepts your claim of housing discrimination, they will mail you an official charge form to begin proceedings against the person or organization.
- If you receive an official charge form from IDHR, you must sign the charge and return the charge form to IDHR as soon as possible.
- The IDHR must decide whether this was discrimination or not within one year of the date you file the signed and notarized charge form (unless extended by written agreement of the parties).

**How can I check the status of my claim with IDHR?**

You can check the status of your claim at any time by calling IDHR at **(312) 814-4294** or by sending an email to [IDHR.webmail@illinois.gov](mailto:IDHR.webmail@illinois.gov)

Find answers to Frequently Asked Questions on the IDHR website at <https://www2.illinois.gov/dhr>.

**THESE INSTRUCTIONS ARE FOR YOUR PERSONAL USE ONLY. DO NOT FILE WITH THEM WITH IDHR.**