



CITY OF MIAMI BEACH HUMAN RIGHTS COMPLAINT FORM

If you believe that you have been the victim of an unlawful discriminatory practice in employment, housing or public accommodations, in violation of the City of Miami Beach Human Rights Ordinance (Ord. 2010-3669) you must file a Complaint within 180 days after the alleged unlawful discriminatory practice occurred. To start the process of filing a complaint, please complete the attached City of Miami Beach Human Rights Complaint Form. The City Manager or his designee will conduct a full and prompt investigation of the alleged unlawful discriminatory practice.

Who Can File?

Employment Discrimination - It is against the law to discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, marital status, familial status, sexual orientation or gender identity.

An employee or an applicant for employment may file a Complaint under the City of Miami Beach Human Rights Ordinance when:

- The alleged discriminatory act occurred within the past one hundred eighty (180) days;
- An employer or potential employer has five (5) or more employees, in each of four (4) or more calendar weeks in a current calendar year; and
- The employee or applicant has not previously initiated a civil or administrative action in any court or administrative agency alleging an unlawful discriminatory practice with respect to the same grievance that is the subject of this Complaint.

Housing Discrimination - It is against the law to do any of the following based race, color, religion, sex, national origin, age, disability, marital status, familial status, sexual orientation or gender identity:

- Refuse to rent or sell housing;
- Falsely deny that housing is available for inspection, rental or sale;
- Refuse to make a mortgage loan;
- Impose different conditions or terms on a loan;
- Threaten, coerce or intimidate any individual exercising a fair housing right; and
- Refuse reasonable changes to your dwelling to accommodate a disability.

A buyer, tenant or mortgagor may file a Complaint under the City of Miami Beach Human Rights Ordinance when:

- The alleged discriminatory act occurred within the past one hundred eighty (180) days; and
- The buyer, tenant or mortgagor has not previously initiated a civil or administrative action in any court or administrative agency alleging an unlawful discriminatory practice with respect to the same grievance that is the subject of this Complaint.

Housing or housing accommodations means any building, structure or portion thereof, or other facility occupied as, or designed or intended for occupancy as, a residence by one or more families, and any vacant land that is offered for sale or lease for the construction or location thereon of any such building, structure, or portion thereof, mobile home, trailer or other facility. The City of Miami Beach Human Rights Ordinance is not applicable to rooms or units in housing containing living

quarters occupied or intended to be occupied by no more than four (4) families living independently of each other, if the owner actually maintains and occupies one of such living quarters as his residence.

Public Accommodations - It is against the law for an individual to be denied access or to receive poor service or lesser quality accommodations because of his or her race, color, religion, sex, national origin, age, disability, marital status, familial status, sexual orientation or gender identity:

You may file a Complaint when:

- Not given full and equal access to the goods and services of restaurants, hotels and motels, gasoline stations, theaters and certain other public places or accommodations without discrimination or segregation;
- When the alleged discriminatory act occurred in the last one hundred eighty (180) days; and
- If you have not previously initiated a civil or administrative action in any court or administrative agency alleging an unlawful discriminatory practice with respect to the same grievance that is the subject of this Complaint.

Instructions

If you would like to file a Complaint, complete the attached City of Miami Beach Complaint Form and:

1. Answer all questions as completely as possible. If you do not know the answer to a question, answer by stating "not known." If a question is not applicable, write "N/A." If you are filling out the form by hand, please print.
2. After you fill out the form, please have the Complaint Form notarized. Notary services are available at the City of Miami Beach Human Resources Department, 1700 Convention Center Drive, 3rd Floor, Miami Beach, Florida, free of charge.
3. Attach copies of any documents that you think will help the City Manager or his designee investigate your case (pay stub, letter of termination, performance evaluation, disciplinary notice, police reports, etc.).
4. Return the Complaint form to City of Miami Beach, Office of the City Manager, 1700 Convention Center Drive, 4th Floor, Miami Beach, FL 33139. The Complaint may be filed in person, by ordinary mail or registered mail.
5. Keep a copy of your Complaint, and copies of any documents that you attach, for your own records.
6. Your Complaint will be shared, in whole or in part with the individual, organization or business that allegedly discriminated against you (the Respondent).
7. Your Complaint is a public record, and is open to public inspection pursuant to Florida's Public Records Act, Chapter 119, Florida Statutes.

If you have any questions, please call 305.673.7524 for assistance.