

# BASIC CHARGE INTAKE QUESTIONNAIRE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE OF DISCRIMINATORY ACT: \_\_\_\_\_

("Respondent" indicates landlord/employer)

1. What happened to you that brought you to the Commission to file a complaint?

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2. What reason did the respondent give you for the action taken against you?

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3. Does the respondent have a written policy about this action?  
How are these circumstances normally handled?

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4. Why do you believe the respondent took this action against you?  
What leads you to believe this?

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5. Identify any witnesses who may provide information regarding what happened:

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6. Identify others (by name, title) who were treated different than you in the same kind of situation:

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7. Identify others (by name, title, protected class) who were treated the same as you when in the same kind of situation:

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8. Has your respondent ever said or done anything that directly showed a discriminatory attitude or that he/she intended to discriminate against you? Who else witnessed this?

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9. Have you ever been counseled or disciplined? \_\_\_ yes \_\_\_ no.  
If so, by whom, when, why, what action was taken?

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