

**April 27, 2010**

**PASQUOTANK COUNTY CITIZENS FAIR HOUSING COMPLAINT  
PROCEDURE**

The Civil Rights of 1968 provides that no person in the United States may be discriminated against on the basis of race, color, national origin, sex, religion, handicap, age, or familial status in the sale, rental of housing, the provision of brokerage services, or the financing of housing.

In an effort to promote fair housing and to ensure that the rights of housing discrimination victims are protected, Pasquotank County includes the following procedures for receiving, processing, and resolving housing discrimination complaints.

Any person or persons wishing to file a complaint of housing discrimination in Pasquotank County may do so by informing the Assistant Pasquotank County Manager and completing a written statement describing the facts and circumstances of the alleged offense. The CDBG Program administrative agent will assist the complainant in preparing this written statement.

Upon receiving the complaint, the Administrative agent shall notify the North Carolina Human Relations Commission that the County is reviewing the complaint and is attempting to resolve the complaint locally.

If the complaint cannot be resolved locally within ten (10) days of the receipt of the complaint, pursuant to the North Carolina Fair Housing Act and Title VIII of the Civil Rights Act of 1968, the Administrative agent will forward the collected information to the North Carolina Human Relations Commission.

The Administrative Agent will offer his/her assistance to the Commission in the investigation and conciliation of all housing discrimination complaints which are based on events occurring within the County.

For housing discrimination complaints in Pasquotank County please contact:

Rodney Bunch  
Assistant Pasquotank County Manager  
P.O. Box 39  
Elizabeth City, NC 27909  
Telephone # (252) 335-0865  
TDD# 1-800-735-2962