



Fair Housing Advocates of Northern California

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Hello:

Thank you for your interest in being an investigator for Fair Housing Advocates of Northern California.

Here is a brief description of how fair housing investigations works: Investigators will be instructed to contact housing providers and either ask questions over the phone, or arrange an appointment to see an available apartment. The investigator will then write a detailed report about the experience. We compare the reports of various investigators to determine if any group is being treated differently due to protected characteristics such as race, religion, gender, national origin, familial status, or disability.

Investigators are paid a stipend of \$55.00 for site visits and \$30.00 for phone tests. They are reimbursed for expenses such as mileage (\$0.535/mile, based on the federal rate) and bridge tolls. Investigative assignments are made as needed; investigating should not be considered a full-time or regular part-time job; rather, it is a part-time, on-call temporary position. There is no guarantee of how many investigations will be assigned. Investigators must: be at least 18 years old; have good observation skills and be able to write clear, objective reports; have reliable transportation; be available approximately 2-3 hours for each investigation, some of which may be done on weekends or evenings; and attend a training session and conduct a practice test. We will conduct a criminal background check of all new testers.

In order to start testing, there are three steps:

1. Fill out a Fair Housing Investigator Information Sheet.
2. Attend a fair housing investigator training session (approximately 3 hours).
3. Complete a practice test (for which you will receive a stipend of \$25, plus any travel costs, after completion of the training test).

Please let me know if you have any questions!

Sincerely,

Katherine Collado

Investigations Coordinator

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A local non-profit helping communities eliminate housing discrimination

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