



# MITIGATION MATERIALS CHECKLIST



**Evidence of the facts and circumstances surrounding the crime.** This can be an official document, such as a plea bargain or court judgment, or something unofficial like a newspaper story. It can also be a letter from you or another person who is familiar with the details. You may want to emphasize the following:

- Your age at the time of the crime, if you were young.
- The length of time that has passed since the crime, if the crime was not recent.
- What led to the crime, especially if you were abused or coerced.
- What exactly took place the day of the crime, especially if you played a smaller role in the crime.
- Any other information that shows the crime was less serious than it would seem.



**Evidence of good tenant history before or after the crime.** This can be a letter from a previous landlord, explaining you paid rent on time, complied with your rental agreement, and were generally a good tenant. You can also provide letters from previous neighbors confirming you were a good neighbor.



**Evidence of rehabilitation.** Proof of any drug or alcohol treatments, anger management classes, educational programs, stable employment, community service, or other programs you participated in while incarcerated or after your release. For example:

- **Awards or certificates** of completion.
- **A letter from a facilitator, counselor, or therapist** describing your progress, your motivation, how long you were in the program, how the program benefited you, and your compliance with the program requirements, such as clean drug tests.
- **A letter from your probation or parole officer** describing your progress and your compliance with the requirements of probation or parole.
- **A certificate of rehabilitation** from a court.
- Evidence you have pursued education since being released, like a **certificate or degree** from a GED program, an adult school, a community college, a job training program, or a university; **a transcript** from one of these programs, if you are currently enrolled; or **a letter from an educator** explaining your potential, your motivation, and your commitment to bettering yourself.
- **Evidence of stable employment** since being released, like a **letter from an employer**, describing the nature and quality of your work and your value as an employee, or letters from coworkers describing how great it is to work with you.
- **Evidence of community ties**, like a **letter from a volunteer coordinator** describing how you have devoted time to helping your community at a hospital, school, or retirement home.
- **A letter from someone you helped**, like a senior or a child you mentored.
- **A letter from a religious or community organization** you are actively involved in, like a church or a social club, describing your leadership role and the positive impact you've had.
- Proof of your children's successes can also reflect well on you, such as **report cards or awards**. It can be especially helpful if letters from their teachers or coaches describe your role in your children's lives.

<sup>1</sup> See also U.S. Department of Housing and Urban Development. *Implementation of the Office of General Counsel's Guidance on Application of Fair Housing Act Standards to the Use of Criminal Records by Providers of Housing and Real Estate-Related Transactions*. 10 June 2022, [www.hud.gov/sites/dfiles/FHEO/documents/Implementation%20of%20OGC%20Guidance%20on%20Application%20of%20FHA%20Standards%20to%20the%20Use%20of%20Criminal%20Records%20-%20June%202022.pdf](https://www.hud.gov/sites/dfiles/FHEO/documents/Implementation%20of%20OGC%20Guidance%20on%20Application%20of%20FHA%20Standards%20to%20the%20Use%20of%20Criminal%20Records%20-%20June%202022.pdf)