



## GUIDELINES AND APPLICATION FOR LEGAL FUND

The Chapter Legal Defense Fund exists to help members of the Indiana Apartment Association (IAA) in law suits where the decision affects rental properties statewide, by matching funds with the chapter.

### Guidelines:

1. All requests must come from the Board of Directors of an affiliated chapter of IAA.
2. All requests should be filed with IAA Executive Director 7 days prior to an Executive Committee meeting. All guidelines must be fully addressed for consideration of funds. Any application that is incomplete will be returned to the Chapter Board of Directors for revision. IAA staff will place the request on the Executive Committee Agenda and the current President will present the request.
3. A representative present at the meeting to answer any questions that the members may have. It is not necessary to send counsel, we recommend sending a board member.
4. The Executive Committee is authorized to approve requests up to \$5000. Requests of \$5000 or more will require a majority vote of the Board of Directors.
5. Any person receiving financial assistance under these guidelines shall, until conclusion, provide a written status report to the IAA Board of Directors 7 days prior to each subsequent Board of Directors meeting.
6. Any sums approved by the IAA Executive Committee or Board of Directors shall be advanced with the understanding that the action for which the sums are advanced shall be carried to completion. If the decision is accompanied by an award of attorneys fees, the IAA grant shall be returned to IAA on the following basis (fee awarded/ fees billed) X IAA grant = amount returned to IAA and placed back into the Chapter Legal Defense Fund account.
7. If a dispute is settled or discontinued the unused portion of the funds is to be returned to IAA and deposited back into the Chapter Legal Defense Fund.

Include in cover letter:

- Summary of the facts involved
- Legal issues involved and what remedy is being sought
- If the case has been filed, what is the status (including the name of the court, if in appellate what was the decision of the trial court, what is the timetable of future events)
- Describe how the resolution of the problem is of statewide importance to the rental housing industry
- What is the anticipated cost to resolve problem
- The financial commitment of the affiliated apartment association chapter (including received and projected funds)
- Whether there has been prior IAA assistance for this case
- The amount of money being requested from IAA

Additional attachments (as applicable) to be single-sided:

- Copies of any substantive pleadings or other legal filings of both sides
- Copies of any court decisions to date
- Any other pertinent papers that would be helpful in assessing the request (ie: newspaper articles, letters, etc.)

Criteria used in considering a request for assistance:

- The case must affect rental housing units statewide
- It is a structurally sound case from a factual and legal viewpoint
- If a complaint has yet to be filed and IAA has the opportunity to assist in structuring the lawsuit
- The case is primarily proactive, rather than reacting to existing cases where there is little or no opportunity to assist litigant in structuring the lawsuit
- There is high quality litigation that addresses major industry issues
- The request is prior to or early in litigation

Assistance could be provided in the following areas:

- Regarding a change in the state law.
- Inspection fees
- Unconstitutional ordinances
- Zoning laws
- Other issues affecting rental housing in the state of Indiana

The Board of Directors may amend these guidelines or application as they deem appropriate.

Forward Request to:

Lynne Petersen, President  
Indiana Apartment Association  
9100 Keystone Crossing  
Suite 725  
Indianapolis, IN 46240  
317-816-8900  
317-816-8911 fax



APPLICATION FOR CHAPTER LEGAL DEFENSE FUND ASSISTANCE

Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Case Name (if filed) \_\_\_\_\_

Subject \_\_\_\_\_

Amount requested \_\_\_\_\_ Amount of prior IAA funding \_\_\_\_\_

Amount of Chapter assistance \_\_\_\_\_

*Submit with cover letter and additional attachments.*