

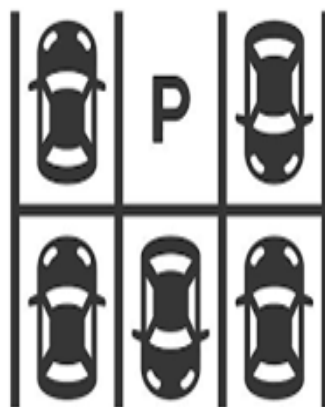


Reasonable Accommodation Request Process

A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with disabilities to have an equal opportunity to use and enjoy their housing.

What are reasonable accommodation needs?

Any change in the way things are customarily done that enables a person with disabilities to enjoy housing opportunities or to meet program requirements is a reasonable accommodation. In other words, reasonable accommodations eliminate barriers that prevent persons with disabilities from fully participating in housing opportunities such as requesting a parking spot closer to a unit because of a mobility disability, adding grab bars to a bathroom, or adding a ramp to make an entrance accessible.



Can anyone request a reasonable accommodation?

No, you must have a disability and the change you are requesting must be related to your disability.

How do I make a request?

If you have a disability-related need, ask the Program Manager for the Reasonable Accommodation Request process. Requests can be made orally or in writing. The Program Manager will follow 3 easy steps listed below to process your request. Please note, not all persons with disabilities will have a need to request a reasonable accommodation. However, all persons with disabilities have a right to request or be provided a reasonable accommodation at any time.

I am ready to request an accommodation. What's next?

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| Step 1 | Call our office and request it. |
| Step 2 | Our Program Manager will send you Form A and Form B to be completed to process your request. |
| Step 3 | Form labeled as "A" to be completed by you.
Form labeled as "B" to be completed by your health provider. |
| Step 4 | Completed forms must be returned to our office for us to be able to either grant or deny your request. |

What is reasonable?

Under the law, “reasonable” means that the action requested by the person with a disability:

- does not cause an undue financial burden to the landlord;
- does not cause a basic change in the nature of the housing available;
- will not cause harm to others; and
- is technologically possible.

