



NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability and because of your disability you need . . .

- A change in the rules or policies or how we do things that would give you an equal chance to participate in our programs, or
- A special type of apartment that would give you an equal chance to participate in our programs, or
- A change in the way we communicate with you or give you information that would give you an equal chance to participate in our programs.

You may ask for this kind of change, which is called a Reasonable Accommodation

If you can show that you have a disability and if your request is *reasonable*, we will try to make the changes you request. A “reasonable” request is one that does not pose “an undue financial or administrative burden” or “fundamentally alter the nature of the program.” In simple language this legal phrase means if it is not too expensive or too difficult to arrange.

If you request reasonable accommodation, we will give you an answer in writing within **five business days** unless there is a problem getting the information we need or unless you agree to a longer time. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons and you can give us more information if you think that will help. If you need assistance in filling out a **Reasonable Accommodation Request Form** or if you want to give us your request in some other way, we will help you.

You can get a **Reasonable Accommodation Request Form** at our offices from your assigned Housing Specialist or at the front desk.

NOTE: All information you provide will be kept confidential and will be used only to help you have an equal opportunity to participate in our housing programs.

If you have any questions about this process, please do not hesitate to ask! Thank you!