



Request for a Reasonable Accommodation

If you have a disability and you need:

- ◆ a change in our policies, procedures, or how we do things that would make it easier for you to take part in our programs
- ◆ a change in the way we communicate with you and give you information

you can ask for the change, which is called a **“Reasonable Accommodation”** by completing the attached Request for a Reasonable Accommodation. (We cannot change HUD regulations) If your request is reasonable and if it is not too difficult to arrange, we will try to make the changes you need.

We will make a decision as soon as possible, within ten (10) working days, unless there is a problem getting the information we need or you agree to an extension of time. We will let you know if we need more information or verification from you, or if we would like to discuss other ways of meeting your needs.

If we turn down your request, we will explain our decision, and you may give us additional information. If you need help in using the attached form, or if you want to give us your request in another way, we will help you.

REQUEST FOR A REASONABLE ACCOMMODATION

Name:	Phone:
Address:	

I. The following member(s) of my household has/have a disability:

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- (Do not send medical information regarding the disability.)
- (Do not tell us the nature or extent of the disability.)

II. Please provide the following change or changes so that the person(s) listed above can take part in the Section 8 program as easily or successfully as other applicants and/or participants.

III. I need this reasonable accommodation because: (Tell us how the accommodation will help you live in your housing, take part in our program, or meet the requirements of the program)

IV. You may verify the need for this request by contacting the following professional:

Name:	Phone:
Mailing Address (street, city, state, zip)	

Signature:	Date:
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This does not apply

