

Reasonable Accommodation Notice to Tenants

Definition:

A “reasonable accommodation” is a change, exception, modification, or adjustment to a policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces.

Types of Reasonable Accommodations:

- Permitting applications and reexaminations to be completed by mail
- Conducting home visits
- Permitting a higher utility allowance for the unit if a person with disabilities requires the use of specialized equipment related to the disability
- Modifying or altering a unit or physical system if such a modification or alteration is necessary to provide equal access to a person with a disability
- Installing a ramp into a dwelling or building
- Installing grab bars in a bathroom
- Installing visual fire alarms for hearing impaired persons
- Allow a PHA-approved live-in aide to reside in the unit if that person is determined to be essential to the care of a person with disabilities, is not obligated for the support of the person with disabilities, and would not be otherwise living in the unit
- Providing a designated handicapped-accessible parking space
- Allowing an assistance animal
- Permitting an authorized designee or advocate to participate in the application or certification process and any other meetings with PHA staff
- Displaying posters and other housing information in locations throughout the PHA’s office in such a manner as to be easily readable from a wheelchair

Process for Requesting a Reasonable Accommodation:

The HAMC will encourage the family to make its request in writing using a reasonable accommodation request form. However, the HAMC will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted at any time during application process or occupancy.

Process for Appealing the Denial of a Reasonable Request:

Requests for accommodations will be assessed on a case-by-case basis. The HAMC will respond, in writing, within 10 business days of the request.

If the HAMC denies a request for an accommodation because there is no relationship, or nexus, found between the disability and the requested accommodation, the notice will inform the family of the right to appeal the HAMC’s decision through an informal hearing (if applicable) or the grievance process.

If the HAMC denies a request for an accommodation because it is not reasonable (it would impose an undue financial and administrative burden or fundamentally alter the nature of the HAMC’s operations), the HAMC will discuss with the family whether an alternative accommodation could effectively address the family’s disability-related needs without a financial alternation to the public house program and without imposing an undue financial and administrative burden.

If the HAMC believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, the HAMC will notify the family, in writing, of its determination within 10 business days from the date of the most recent discussion or communication with the family. The notice will inform the family of the right to appeal the HAMC’s decision through an informal hearing (if applicable) or the grievance process.

Do you have a disability? Yes _____ or No _____

Do you need accommodations based on that disability? Yes _____ or No _____

Please describe the accommodation needed: _____

Signature of Head of Household Date

Signature of Spouse/Co-Head Date

Signature of Other Adult Member Date

Signature of Other Adult Member Date

Reviewed by HAMC Representative Date