

Guide For Requesting A Reasonable Accommodation

If you or a member of your household has a disability, and as a result, needs;

- a) a change in our rules, policies, practices or procedures,
- b) a change in the dwelling unit,
- c) a change in some other part of the property , or
- d) a change in the way we communicate with you,

you may be entitled to this change, which is called a “Reasonable Accommodation.” A “Reasonable Accommodation” is a change, exception, or adjustment to a rule, policy, practice or service of the landlord that may be necessary for you or a member of your household with a disability to have an equal opportunity to use and enjoy one of our dwellings, including our public and common use spaces. To begin the process wherein a “Reasonable Accommodation” may be approved, you, or someone on your behalf, must:

- 1) Make your request for the change, exception or adjustment in a manner that clearly informs us what it is you are proposing;
- 2) Make your request for the change, exception or adjustment in a manner that clearly informs us that your request is being made because of a disability (You need not describe the nature or severity of the disability); and
- 3) Explain how your request for the change, exception or adjustment is necessary to enable you, or a member of your household, to have an equal opportunity to access, use and enjoy our housing program and services (If the need for the change, exception, or adjustment that you request is readily apparent and known to us, you do not have to provide this explanation).

If you intend to request a “Reasonable Accommodation,” it is recommended that you make your request in writing and that you use our Request For A Reasonable Accommodation form. Our site manager will be happy to provide this form to you. By using this form, you will help prevent misunderstandings regarding what is being requested, or whether the request was made. In addition, using the form will help remind you about the type of information that is needed to have your request considered by us. Should you require any assistance with this form, the site manager will be happy to assist you.

Once your request for a “Reasonable Accommodation” has been received by the site manager, your request will be considered by us in accordance with the procedures and guidelines set out in our “Procedures And Guidelines For Responding To Requests For Reasonable Accommodation,” a copy of which is attached hereto and incorporated by reference. Important information concerning your legal rights and our procedures and guidelines for responding to requests for a “Reasonable Accommodation” are contained therein.

The undersigned hereby acknowledges receipt of this Guide and the attached “Procedures And Guidelines For Responding To Requests For Reasonable Accommodation.”

NAME

DATE