

## Request For Additional Information

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Madam or Sir:

We have received your request for a Reasonable Accommodation. We have difficulty in understanding why the Reasonable Accommodation you requested is needed. Please explain how the Reasonable Accommodation requested will afford an equal opportunity to access, use and enjoy an apartment or any facilities at this apartment community.

You may give us more information in writing below, or if this is a problem for you, other ways of providing the information may also be acceptable. We will assist you, if requested, in having this form filled out and delivered. Please do not include information as to the name, nature or severity of the disability involved.

We will not make a decision until we have this new information.

If this information has been submitted previously, or if you desire that we not obtain such information, then please call us at \_\_\_\_\_. Please call if you have any other questions.

Sincerely,

\_\_\_\_\_  
On-Site Manager

### **Reply:**

The Reasonable Accommodation requested will afford an equal opportunity to access, use and enjoy an apartment or the facilities at this apartment community because: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date