

Request For A Meeting

To: _____

From: _____

Dear _____:

We have received your request for a Reasonable Accommodation. We have also received your Reply to my Request For Clarification And/Or Additional Information. It would help us make our decision if we could meet with you. You may bring someone to help you at this meeting. If you have limited English proficiency (LEP) and need an interpreter, or if you need a sign language interpreter, or other assistance, please notify us so we can make arrangements to provide you with the appropriate assistance.

We would like to meet with you on _____, _____ at _____. The meeting will be held in the rental office on site. If you cannot come at that time, please call me at _____, (Kentucky Hearing Impaired Relay Service 711), so we can reschedule.

We need to talk at this meeting about why the Reasonable Accommodation you requested is needed and how it will afford an equal opportunity to access, use and enjoy a dwelling unit and the public and common use areas at our site. We also need to talk about possible alternative accommodations that may meet your needs.

Please come ready to talk to us about the change you want. Please also bring copies of any documentation or information that you would like for us to consider.

We will not make a decision upon your Request For A Reasonable Accommodation until after this meeting.

We look forward to meeting with you.

Sincerely,

Rental Manager