

NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

If you have a disability, and as a result, of your disability you need:

- A change in the rules or policies to give you an equal opportunity to use the facilities or participate in a Housing Assistance Program
- A change in the way we communicate with you or give you information, or
- A repair or change to some part of the property or your apartment.

You may ask for this kind of change, which is called a reasonable accommodation.

If you can show that you have a disability, and if your request is reasonable (does not pose “an undue financial or administrative burden”), we will try to grant your request.

We will give you an answer within twenty (20) working days, unless there is a problem getting the information we need, or unless you agree to a longer time. We will let you know if we need more information or verification from you, or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will explain the reasons, and you can give us more information if you think that will help.

If you need help filling out a *Reasonable Accommodation Request Form*, or if you want to give us your request in some other way, we can help you.

Attached is a *Reasonable Accommodation Request Form*. You can get additional forms at the Administrative Office of the Housing Authority, or from your Manager.

NOTE: All information you provide will be kept confidential and be used only to help you have an equal opportunity to participate in our Housing Assistance Programs.

If you have any questions, contact our office at (814) 887-5563.

Applicant/Resident/Participant Signature

Date