



Sample Request for a Reasonable Accommodation Form

Note: This document is a sample form that could be made available to any tenant requesting a reasonable accommodation, which could include a modification to the physical plant or to the building's policies and procedures. Staff should assist the tenant in completing a request form if s/he is unable to do so independently. All reasonable accommodation policies and forms should be reviewed by legal counsel prior to implementation.

Tenant/Client Request for a Reasonable Accommodation

The following tenant, applicant or client claims a physical or mental impairment that limits his or her ability to occupy our housing.

Name: _____ Date: _____

As a result of the disability, this person is requesting the following Reasonable Accommodation(s):

- A change in a policy, practice or procedure: (Please specify, e.g., a change in visitor procedures.)
- A physical change in the housing unit: (Please check needed accommodation(s).)
 - _____ Addition of grab bars for bath/shower
 - _____ Modification of the fire alarm system to accommodate visual impairment.
 - _____ Modification of the fire alarm system to accommodate hearing impairment
 - _____ Other (please explain): _____

Verification of Need:

You MAY be asked to allow us to verify the need for this accommodation. If so, the information we obtain will be kept completely confidential and used solely to determine that the accommodation is needed.

Providing the Accommodation:

If we cannot provide this accommodation immediately, you will get an answer to this request within 14 days. If you do not agree with the response, you may appeal the decision to:

[Insert name of executive staff or appeals committee as appropriate. In some supportive housing sites, there may be a governmental office that oversees appeals.]

Note: This document is included within the *Housing Operations* section of CSH's *Toolkit for Developing and Operating Supportive Housing*, which is available at www.csh.org/toolkit2. This document has been adapted from CSH's *Supportive Housing Property Management Operations Manual*, which is available at www.csh.org/publications.