

## **DO YOU OR A MEMBER OF YOUR FAMILY HAVE A DISABILITY?**

### **REASONABLE ACCOMMODATION**

**Federal and state fair housing laws allow you to request from the housing provider a practical change in either the rules earth structured the housing which, due to you disability, are necessary for you to live in the housing.**

#### **A. Change in rules, policies, procedures or practices—**

**Example: A person who is sight -impaired has the right to have an assistance animal, like a guide dog, even in housing that does not allow pets. Because the assistance animal is necessary for the tenant due to her /his disability, fair housing law allows this reasonable accommodation.**

#### **B. Change in the structure----**

**Example: A person who uses wheelchair and needs a ramp to the front door has a right to build that ramp under fair housing laws. Other modifications to the housing structure include grab bars and door widening.**

**The housing provider has the right to require that the work be done in a professional manner. You may be required to get a permit depending upon the local building codes. If reasonable, the housing provider can require that you return the structure to its original state at the end of our tenancy.**

**You must ask for the reasonable accommodation. The landlord is not required to “assume” you need one. You must actually request the change you think you need. The request must be reasonable, related to the symptoms of your disability, and enhance your ability to get into or maintain the housing. The request may be made while applying for housing, any time during occupancy or while you are still legally in possession of your housing.**

**The housing provider may ask for a letter from your doctor or a qualified professional to verify that you need the change because of a disability. If possible, have this available at the time you make your request. The housing provider is not entitled to know the nature of your disability, unless you are applying for housing in which a certain disability is an admission or preference requirement.**

**See model forms for requesting reasonable accommodation on the following pages:**

Model forms for requesting reasonable accommodation.

1. General Reasonable Accommodation Request

Reasonable Accommodation Request

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

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

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

RE: Reasonable Accommodation Request

Dear [*Housing provider*] \_\_\_\_\_,

I, \_\_\_\_\_, am requesting a reasonable accommodation due to a disability.

The specific accommodation I am requesting is:

\_\_\_\_\_

\_\_\_\_\_ I appreciate your consideration of this requested accommodation and ask for a written response within 10 days from the date of this letter. If I do not receive a reply I will assume that you have denied my request.

Sincerely,

## 2. Request for Disabled Parking

Date \_\_\_\_\_

To: Chuck Humble  
4150 SW Hocken Ave #1  
Beaverton, Oregon 97005

From: Charles Meyers  
4150 SW Hocken Ave # 23  
Beaverton, Oregon 97005

RE: Reasonable Accommodation request for accessible parking.

Dear Mr. Humble;

As you are aware, I have a mobility disability and as an accommodation I request that you provide me with a reserved accessible covered parking space nearest to the front door of my unit. The specific request is that the parking space that I have been using for the past two years be formally reserved for my use.

Please respond in writing to my request for a reasonable accommodation within 5 days from the date of this letter. I look forward to your response and appreciate your attention to this matter.

Sincerely,

3. Request for large print documents.

Date \_\_\_\_\_

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

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

RE: Reasonable Accommodation

The following member of my household \_\_\_\_\_  
has low vision and needs written materials in large print form (at least 20  
point type).

As an accommodation for my disability, I request that  
you provide me with a large print copy of the lease, tenancy rules,  
safety rules, tenant notices, and other printed materials given to tenants  
or posted on the grounds.

Please respond in writing to my request for a  
reasonable accommodation within 10 days from the date of this  
letter. I look forward to your response and appreciate your attention to  
this matter.

Sincerely,

4. Request for service animal.

Date \_\_\_\_\_

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

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

Re: REASONABLE ACCOMMODATION REQUEST FOR  
SERVICE ANIMAL

Dear \_\_\_\_\_;

I (or a member of my household) am a person with a disability.  
Our building's rules state a "no pets" policy. Because of my disability, a  
doctor has prescribed a service animal to assist with my daily living.

I am requesting that you make a reasonable accommodation in the building's  
rules to permit me to have a service animal in my apartment. My service animal is  
a \_\_\_\_\_.

Please respond in writing to my request for a reasonable  
accommodation within a week from the date of this letter. I look forward to  
your response and appreciate your attention to this matter.

Sincerely,

**The request for a reasonable accommodation may be made in writing or orally. In general, it is a good idea to document your request in writing. Always keep a copy of any communication with your landlord. Please see the model forms for reasonable accommodation. In general, your request should include the following statements:**

- 1. I ( or a member of my family) have/has a disability**
- 2. Because of the symptoms of my disability, I need \_\_\_\_\_.**
- 3. I need this accommodation in order to live in this house.**
- 4. If I don't hear back from you in \_\_\_\_\_ (usually 10 days), I 'll assume that you are denying my request.**

**Be very clear that your need is connected to your disability, and that the change is necessary for you o live in your housing.**

**The reason for including the last point is in case the housing provider ignores your request. In this case, you have set a time limit, and if there is no response by the end of the time period you may proceed as if the housing provider denied your request. In your request, *do not threaten the housing provider with the possibility of a formal complaint.***

**The landlord is required to consider your preference for a specific accommodation to address a limitation or requirement as a result of a disability. However, the landlord is not required to give you the specific accommodation you requested if there is an alternative way of doing so. In addition, the landlord is not required to provide an accommodation that is an undue financial or administrative burden or which would create a fundamental alteration of their business. For example, a landlord is not required to deliver groceries or provide other personal services as their business is providing housing.**

**If you think your request meets the above criteria and the housing provider denies or ignores the request, you may file a formal complain with the Fair Housing Enforcement Office (1-800-877-0246). The Fair Housing Council of Oregon (1-888-772-1072) and the Hillsboro Regional Office of Legal Aid Services of Oregon are available to assist you in filing a complaint (Tenant-Tenant Hotline, Monday and Wednesday, from 9 am-noon-1-503-649-7723 collect calls accepted)**