



NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

You may ask for a reasonable accommodation, if you or any member of your household has a disability.

A Reasonable Accommodation is a change in:

- The rules or policies/how we do things that would give you an equal chance to live and use facilities; or take part in on-site programs,
- Your apartment or a special type of apartment that would give you an equal chance to live and use the facilities; or take part in programs on-site,
- Some part of the unit, or housing site where you reside, that would give you an equal chance to live and use the facilities; or take part in on-site programs,
- The way we communicate with you or give you information.

If we know that you have a disability, or we can verify a disability we will try to make the changes you request unless:

- **your request is unreasonable,**
- **will pose “an undue financial and administrative burden (cost too much money to complete),**
- **it requires a fundamental change in the nature of our programs or services,**
- **it is structurally infeasible,**

Requesting a Reasonable Accommodation:

The form is available online, at our website at www.dbhaf1.org, or any property office, or at the Housing Authority’s Main Office.

or

Contact your Property Manager or HCV Caseworker, at any time to request a Reasonable Accommodation Form, or if you want to give us your request in some other way, they will help you.

We will give you an answer in **10 business days** unless there is a problem getting the required verification, or if need to talk to you about other ways to meet your needs, or you agree to a longer time. If we **turn down** your request, we will explain the reasons, and **you have the right to appeal the decision**, if you think that will help.

I/we have read and understand this Notice of Right to Reasonable Accommodation.

I/we request a Reasonable Accommodation (the request form must be completed).

A Reasonable Accommodation is not required by any household member.

Applicant/Resident Signature

Date