

---

---

**REQUEST FOR ACCOMMODATION/MODIFICATION FORM**

*Use this form if you have a disability and would like to make a modification to the residence or common areas or to request an accommodation to otherwise applicable rules, policies, practices, or services. Once submitted, your request will be considered by the landlord/owner of the residence ("Landlord") and its property manager, and reasonable efforts will be made to respond promptly. You will be contacted if any additional information is required. Please note that if you are requesting a modification to a residence, you may be required to pay for both the modification and its removal.*

**1. INFORMATION OF PERSON WITH DISABILITY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**2. ACCOMMODATION/MODIFICATION REQUESTED:** The person named above has a disability as defined by applicable law and requires the following accommodation/modification so that he/she will have an equal opportunity to use and enjoy the housing provided by Landlord: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
This section to be completed by Landlord (or its property manager, as agent):

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



---

---

**RECEIPT OF REQUEST FOR ACCOMMODATION/MODIFICATION FORM**

Dear \_\_\_\_\_:

We have received your request for accommodation/modification. As property manager to the Landlord, it is our policy to work with the Landlord to assist in its consideration of all requests for reasonable accommodations or modifications in a timely and professional manner.

Should we need more information to process your request, we will send another letter indicating what information is needed. In any case, we will respond promptly to your request. Please contact our Community Management office with any questions in the meantime.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_  
Title

