

## Request for a Reasonable Accommodation

### **If you have a disability and you need....**

- A change in the rules or policies or how we do things that would make it easier for you to live here and use the facilities or take part in programs on site, or
- A change or repair in your apartment or to some other part of the housing site or a special type of apartment that would make it easier for you to live here and use the facilities or take part in programs on site, or
- A change in the way we communicate with you or give you information

you can 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, if it is not too expensive, and if it is not too difficult to arrange, we will try to make the changes you request.

We will give you an answer in ten (10) 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 will help you. See back of this form for REASONABLE REQUEST FORM, or contact 135 NE Dunn Place, McMinnville or call (503) 434-6571 and request one to be mailed to you.

### **For Lease Violation or Termination:**

If this problem is a result of a disability, you have a right to a reasonable accommodation - some plan that would enable you to meet the terms of the lease. If you think such a plan or change is likely to correct the problem, you can complete the REASONABLE ACCOMMODATION REQUEST FORM on the back of this notice or call (503) 434-6571 and request a REASONABLE ACCOMMODATION REQUEST FORM. If you make such a request, you will need some evidence that the problem was caused by the disability and that the plan is likely to work. If it involves someone else, you need evidence that they will provide the assistance.

### **AUXILIARY AIDS POLICY**

The Housing Authority of Yamhill County recognizes that certain individuals need alternative forms of expression in order to properly communicate with our staff. Alternative forms of communication, such as TDD, qualified sign language interpreters for persons with speech or hearing impairments, or alternate formats for persons with vision impairment will be used.

Applicant/Residents will request the use of auxiliary aids by submitting a Request for Reasonable Accommodation Form. If the applicant/resident does not or cannot fill out the form but still has difficulty obtaining services, HAYC will arrange for a date and time where appropriate forms of communication will be available to the applicant/resident to allow proper access to HAYC services.

# REQUEST FOR A REASONABLE ACCOMMODATION

(For those who have a disability and need a reasonable accommodation, please fill out the information below)

1. The Following member of my household has a disability: \_\_\_\_\_

2. The disability is: \_\_\_\_\_

**Do not tell us the nature of your disability.**

3. I would like the Housing Authority to provide this reasonable accommodation:

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

4. Contact the following professional for verification of the need for this accommodation:

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

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

City, St, Zip: \_\_\_\_\_

Occupation: \_\_\_\_\_

This reasonable accommodation is needed because it will help me:

- Help me live in housing or take part in your program;
- Meet the lease requirements of your program;
- Meet other requirements of your program.

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

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

City, State: \_\_\_\_\_ PROGRAM: \_\_\_\_\_

## NOTICE

All participants, tenants, and applicants can ask the Housing Authority of Yamhill County (HAYC) for access to auxiliary aids to gain access to the programs offered by HAYC.