

How to Request a Reasonable Accommodation or Modification of a Housing Policy

Reasonable Accommodations and Modifications are protected by the law:

When writing a request you should site the law which protects your rights

For Accommodations (a change in rules or policy, such as parking, pets, etc.):

“Under The Federal Fair Housing Act Amendments Sec. 804 (42 U.S.C. 3604)(f)(3) (B), it is unlawful discrimination for a management company to deny a person with a disability “a reasonable accommodation of building rules or policies if such accommodation may be necessary to afford such person full enjoyment of the premises..”

For Modifications (a physical change that costs money, such as a ramp, grab bar, etc.):

“Under the FHAA, Sec. 804 (42 U.S.C. 3604)(f)(3)(B), it is unlawful discrimination for a management company to deny a person with a disability “a reasonable modification of existing premises occupied or to be occupied by such person if such modification may be necessary to afford such person full enjoyment of the premises...”

Suggested Procedure for writing a Request for a Reasonable Accommodation or Modification:

1) Indicate that you qualify as a person with a disability as defined by civil rights laws. **It is not necessary to reveal the nature or severity of your disability.**

“I qualify as an individual with a disability as defined by the Federal Fair Housing Act Amendments of 1988.”

2) Give your address and who is responsible for the building.

“I live at 805 W. Green Street, Apartment #2A. This building is managed by John Doe and owned by you, Jane Smith.”

3) Describe the policy, rule, or architectural barrier that is problematic to you.

“There is not any reserved accessible parking in our building’s parking lot.”

4) Describe how this policy or barrier interferes with your needs, rights, or enjoyment of your housing.

“I am unable to park in regular sized parking places because I need additional space to transfer from my car into a wheelchair.”

5) In clear and concise language, describe the change you are seeking in the policy, rule, or barrier.

“I am requesting that you designate a reserved parking space for disabled persons next to the curb cut on the west side of the parking lot.”

6) Cite the applicable law which protects your rights (These are cited at the beginning of this guide)

7) Ask for a written response within a certain amount of time.

“Please respond in writing to my request within 10 days.”

8) Sign and date the request. Remember to keep a copy of your request for your files.

It might be helpful to send this certified mail so you have proof that it was received by the property manager.

If the request is denied, contact an advocate to determine if your rights have been violated:

CVOEO Fair Housing Project 1-802-864-3334 x 202

Vermont Human Rights Commission 1-800-416-2010

HUD Fair Housing and Equal Opportunity 1-800-669-9777