

## REASONABLE ACCOMMODATION OR MODIFICATION REQUEST – SAMPLE LETTER 2

**Instructions on Use** – Use this letter when a resident’s disability is known and the need for the accommodation or modification is obvious. This letter should be used to document the request and the handling of the request when the resident will not cooperate and complete “Reasonable Accommodation or Modification Request Form - 2.” *Be sure to substitute Modification for Accommodation when and where it is appropriate for your scenario.*

Scenario for Sample Letter 2 – Disabled Daughter has trouble walking, and is on oxygen. The requested accommodation is for a handicapped parking space.

Evaluation –

Is resident or somebody associated with the resident disabled? Yes.

Is the need for the accommodation or modification apparent? Yes.

[TEXT OF SAMPLE LETTER FOLLOWS]

DATE:

TO: RESIDENT

RE: YOUR REQUEST FOR A REASONABLE ACCOMMODATION or MODIFICATION

Dear RESIDENT [*insert name*]:

This letter documents your recent request for a reasonable accommodation. Specifically, the community *does not have assigned or reserved parking spaces*. On or about \_\_\_\_\_, you approached our resident manager, \_\_\_\_\_, and asked for an exception to this rule. Specifically, *you asked for a handicapped parking space to be installed in the northwest parking lot in the space closest to your unit*. If this was not your specific request, we would appreciate it if you would advise us of your exact request, preferably in writing, at your earliest convenience.

Upon receipt of your request, *a handicapped parking sign was installed for the space you indicated within 4 days of your request*. If you believe that your request has not been granted or completed for any reason, please contact us immediately. We are open to establishing a dialogue so that your request is satisfactorily addressed. Again, to avoid misunderstandings, we prefer that you communicate with us in writing about this matter.