**[insert ROC Name]**

**Notice of Right to Reasonable Accommodation**

If you have a physical or mental disability, and, because of your disability, you need:

* A change in a part of the community that we control or to our policies that would give you an equal chance to access our housing,
* A change in the way we communicate with you or give you information,
* Approval to make a physical change to the exterior of your home

You may ask for this kind of change, which is called a **Reasonable Accommodation.**

**Your Request**

If you can show that you have a disability, and if your request is reasonable, we will try to accommodate your request. You can ask for this change by contacting the Property Manager. Staff can assist you in filling out a Reasonable Accommodation Request Form.

**Our Response**

We will give you an answer in 14 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 with you about other ways to meet your needs.

If we turn down your request, we will explain the reasons in writing and you can give us more

information, if you think that will help. You may also appeal our decision and we will tell you how to appeal.

**Confidentiality**

All information you provide will be kept confidential and be used only to help you have an equal

opportunity to enjoy this housing community. It is illegal for us to deny you any services or retaliate against you because you made a Reasonable Accommodation Request.