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<http://www.housingkitsap.org>

Reasonable Accommodation and/or Modification Tenant Information Sheet

REV 3.7.18

A reasonable accommodation is some exception or change that a housing provider makes to rules, policies, services, or regulations that will assist a resident or applicant with a disability in taking advantage of a housing program and/or dwelling. A reasonable modification is an alteration to the physical premises allowing a person with a disability to overcome obstacles that interfere with his or her use of the dwelling and or common areas. The accommodation and/ or modification must be **necessary** for the individual with the disability to enjoy and/or fully use services offered to other residents and/or the individual dwelling unit.

Reasonable accommodations can include but are not limited to:

- A change in the rules or policies or how a housing provider does things that would make it easier for you to live in the dwelling;
- Permitting a seeing eye dog for a household in a community where pets are not allowed, or not charging a deposit for a service animal though the housing provider charges deposits for pets;
- Permitting an outside agency to assist a disabled resident to meet the terms of the lease;
- Permitting a Live-In Aide to live with a disabled resident who might need 24 hour assistance;
- A change in the way a housing provider communicates with or gives information, such as increasing font size of typed documents to a person with a visual impairment.

Reasonable modifications can include, but are not limited to:

- A structural change or repair in your apartment or another part of the apartment complex that would make it easier for you to live in the dwelling;
- Modifying a unit to accommodate sight or hearing impaired individuals.

Housing Kitsap will grant reasonable accommodation and modification requests that are not unduly burdensome and/or do not represent a fundamental alteration of the housing program. You will receive a response in writing to any request typically within 60 days of the request being received. If a request is denied, the reasons for denial will be stated in the response.

There must be a verifiable disability involved in order for the household to qualify for a reasonable accommodation and/or modification. The housing provider is required by law to keep all information about the disability confidential. A person has a disability if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. A disabled resident must still be able to meet essential obligations of tenancy—they must be able to pay rent, to care for the apartment, to report required information to the manager, avoid disturbing neighbors, etc., but there is no requirement that they be able to do these things without assistance.

Using the attached form will help you and your housing provider to better formulate the request and implement any follow up necessary. The attached form included is:

- A Request for a Reasonable Accommodation and/or Modification. This form verifies your request and authorizes your medical provider and/or social services professional to certify your status as a person with a disability and your need for the accommodation and/or modification. (For you to complete)

If you need any assistance completing any of the forms you may have someone assist you.



This institution is an equal opportunity provider and employer.

Housing Kitsap welcomes qualified tenants without regard to race, color, national origin, creed, religion, sex, marital status, familial status, disability or due to ownership of a service animal. Housing Kitsap provides reasonable accommodations to persons with disabilities. If you need this document in an alternate format, please contact Housing Kitsap Section 504 Coordinator, Freddy Linares at (360) 535-6128 or 2244 NW Bucklin Hill Rd, Silverdale, WA 98383.