



# Somersworth Housing Authority

Central Office: 25 Bartlett Ave Suite A, P.O. Box 31, Somersworth, N.H. 03878

Phone (603) 692-2864 Fax (603) 692-2877 TDD (800) 545-1833 Ext 113

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## REQUEST FOR A REASONABLE ACCOMMODATION

### If you need:

- A change in our policies or procedures
- An alteration to or change in your apartment
- An alteration or change to some other part of the property
- A change in the way we communicate with you

Due to a disability, you can ask for this change, which is called a “reasonable accommodation”.

We may request additional documentation to help clarify the nexus between your disability and the request you have made. Documentation may be a doctor’s note.

When we receive your request; it will be analyzed on a case-by-case basis to determine if:

1. The requester is a qualified person with disability?
2. The requested accommodation is related to the disability and there is a nexus
3. If the request is considered reasonable:
  - a. Will it cause undue financial burden?
  - b. Will it cause undue administrative burden?
  - c. Will it cause a fundamental alteration to the program?

We will make a decision as soon as possible, at least within thirty (30) days, unless you agree to an extension of time. We will let you know if we need more information or verification from you or if we would like to discuss other ways of meeting your needs.

If your request is denied you have the right to an informal hearing to discuss the denial and you may give us additional information.

If you need help in using the form, or if you want to give us your request in another way, we will help you.

### **You can get a Reasonable Accommodation Form:**

1. **Calling** (603) 692-2864.
2. **Stopping** in at our Central Office at 25A Bartlett Ave Somersworth, NH 03878.
3. **Writing** to us at Somersworth Housing Authority. We will mail you a form.

*NOTE: All information you provide will be kept confidential and be used only to help you have an equal opportunity to enjoy your housing opportunities.*



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## Reasonable Accommodation Request From

A Reasonable Accommodation by definition is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. A structural change to the interior or exterior a unit is also an accommodation.

When filling out the below, **do not** tell us medical information about your disability. **Do not** tell us the name of your disability or the nature/extent of your disability.

Additional information may be required in order to determine the relationship between the requested accommodation and your disability. Additional information may be a doctor's note.

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

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

Address: \_\_\_\_\_  
Somersworth, NH 03878

Phone#: \_\_\_\_\_

Reasonable Accommodation Request: \_\_\_\_\_

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

I need this accommodation because: \_\_\_\_\_

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\_\_\_\_\_  
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