

FASTForms CD

Reasonable Accommodation & Modification

7/22/2018

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Thank you for your consideration.

MODIFYING THE REASONABLE ACCOMMODATION POLICY AND ASSOCIATED FORMS

PLEASE NOTE: These documents have been created in Microsoft Word or Microsoft Excel. The samples include references to HUD guidance. We used HH 4350.3 R1, C4, HUD’s RHIP ListServ and various memos and Notices to create these documents.

The Samples and supporting forms included on the CD must be carefully reviewed and edited before they are “finalized” and implemented in your own policies and procedures. Review by a competent fair housing attorney is **STRONGLY RECOMMENDED**. We have chosen to include options based on feedback from our customers. The Policy Template and supporting forms include notes about options. These notes are in blue and start with “(Note from RBD...)”.

Review by the owner/agent’s compliance team and legal counsel – particularly a fair housing attorney – is strongly recommended.

While the forms can be edited, you cannot save changes to the FASTForms CD. You should create a dedicated directory on your hard drive and save any changes to forms there. Be sure to use the “Save As” option and remove “Notes from RBD” from the final version of each form. The original, unedited version will remain on the FASTForms CD.

MAKING THE FORMS FILLABLE

Forms can be made “fillable” by following the instruction below.

Microsoft Word 2007 +

1. Click on Review
2. Click on Restrict Editing
3. Make sure there is a check next to option #2 – Allow only this type of editing in the document
4. Make sure “filling in forms” is the option selected in the drop-down menu
5. Click on “Yes, start enforcing Protection”
6. Requiring a password is optional – when prompted, you can skip this step by clicking on OK without entering a password

If you need to make edits after making the form fillable, just follow the steps above but click on the Stop Protection option

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REASONABLE ACCOMMODATION & MODIFICATION POLICY

Reasonable Accommodation /Modification Policy Update 7/2018. To ensure compliance with the Fair Housing Act and with Section 504 of the Rehabilitation Act of 1973, HUD strongly recommends that owner/agents develop and implement a Reasonable Accommodation and Modification Policy. For information about Reasonable Accommodations and Modifications, owner/agents should refer to **HH 4350.3, Revision 1, Chapter 2 and to the HUD/DOJ Joint Statements regarding Reasonable Accommodation & Modification.**

This policy was designed to help owner/agents define and communicate the requirements for HUD multi-family properties. The document must be edited to conform to owner/agent's policies before implementation.

Review of the final document, by legal counsel familiar with local tenant/landlord requirements and familiar with fair housing law, is **STRONGLY** recommended.

When working on RAM resources, review of the HUD/DOJ joint statements regarding reasonable accommodation/modification is essential. https://www.hud.gov/sites/documents/DOC_7771.PDF and https://www.hud.gov/sites/documents/DOC_7502.PDF.

These forms are also included on this FASTForms CD
[HUD DOJ Q&A Reasonable Accommodations](#)
[HUD DOJ Q&A Reasonable Modification](#)
[HUD DOJ Q&A Construction - Accessibility](#)

ASSISTANCE ANIMAL RULES

Lease Attach Assistance Animal Rules: Update 7/2018 Assistance animals are not pets. They are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or animals that provides emotional support that alleviates one or more identified symptoms or effects of a person's disability.

Assistance animals – often referred to as “service animals,” “assistance animals,” “support animals”, “companion animals” or “therapy animals” – perform many disability-related functions. **See HH 4350.3 R1, Paragraph 2-44** for more information about assistance animals.

REASONABLE ACCOMMODATION/MODIFICATION

Reasonable Accommodation/Modification Record **Update 7/2018.** Use this form to create a recap of your response to a reasonable accommodation/modification request. This can be used to monitor site staff compliance with the Policy.

Request for Reasonable Accommodation or Modification Update 7/2018 Applicants and/or residents can use this form to request a reasonable accommodation and/or modification. Owner/agents must not require written requests and must accept requests in any reasonable format (orally, via email, etc.)

Notice Reasonable Accommodation/Modification Approval Update 7/2018 This document can be used to notify and applicant or resident that a requested a reasonable accommodation or modification has been approved.

Notice Reasonable Accommodation/Modification Request for Meeting Update 7/2018 This document can be used to request a meeting with an applicant or resident who has requested a reasonable accommodation or modification.

Notice Reasonable Accommodation/Modification Request for Additional Information or Verification Update 7/2018 This document can be used to notify and applicant or resident that you need additional information regarding a requested a reasonable accommodation or modification.

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[Notice Reasonable Accommodation/Modification Denial Update 7/2018](#) This document can be used to notify an applicant or resident that a requested a reasonable accommodation or modification has been denied.

[Reasonable Accommodation/Modification Offer Denied 1](#)

[Reasonable Accommodation/Modification Offer Denied 2](#)

[Reasonable Accommodation/Modification Offer Denied Final](#)

[Update 7/2018](#). These documents can be used when an owner/agent attempts to fulfill a request for a reasonable accommodation, but the resident refuses to accept the accommodation (e.g. when a resident refuses an offered unit that seems to meet the requirement).

REASONABLE ACCOMMODATION/MODIFICATION VERIFICATION FORMS

Verification - Disability and Need - Reasonable Accommodation or Modification [Update 7/2018](#) These forms are designed to be used for verification of disability to provide a reasonable accommodation. Please keep in mind that this asks for verification of the disability and the need for the accommodation. If the disability is obvious or known, the disability should not be verified. If the need for the accommodation is obvious or known, the need should not be verified. **Refer to the HUD/DOJ joint statements.**

[Verification – Need for Reasonable Accommodation/Modification Update 7/2018](#) Please keep in mind that this is used to verify only the need for the accommodation. If the disability is obvious or known, the disability should not be verified. If the need for the accommodation is obvious or known, the need should not be verified. **Refer to the HUD/DOJ joint statements.**

[Verification – Disability and Need for E-cigarettes Update 7/2018](#) You can use this form if the disability is not known or obvious and you need to verify the need for use of e-cigarettes.

[Verification –Need for E-cigarettes Update 7/2018](#) You can use this form if the disability is known or obvious and you need to verify the need for use of e-cigarettes.

[Verification – Disability and Need for First Floor Unit Update 7/2018](#). You can use this form if the disability is not known or obvious and you need to verify the need for a first-floor unit as a reasonable accommodation.

[Verification –Need for First Floor Unit Update 7/2018](#) You can use this form if the disability is known or obvious and you need to verify the need for a first-floor unit as a reasonable accommodation.

[Verification – Disability and Need for An Assistance Animal Update 7/2018](#) This document can be used to verify disability AND the need for the assistance animal. If the disability is already known or verified, use alternative verification. This form was designed for use on a property that allows pets.

[Verification – Need for an Assistance Animal Update 7/2018](#) This document can be used to verify the need for the assistance animal when the disability is known or obvious.

[Verification – Disability and Need for an Assistance ANIMAL - No Pets Update 7/2018](#) This document can be used to verify disability AND the need for the assistance animal. If the disability is already known or verified, use alternative verification. This form was designed for use on a property that does not allow pets.

[Verification –Need for an Assistance Animal - No Pets Update 7/2018](#) This document can be used to verify disability AND the need for the assistance animal. If the disability is already known or verified, use alternative verification. This form was designed for use on a property that does not allow pets.

[Verification – Disability and Need for a Companion Animal Update 7/2018](#) This verification form is specific to companion animals. This form can be used when there is a need to verify both the disability and the need for the companion animal.

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Verification –Need for a Companion Animal **Update 7/2018** This verification form is specific to companion animals. This form can be used when the disability is known but the need for the companion animal is not known.

Verification – Disability and Need for a Companion Animal Plus Pet **Update 7/2018** This verification form is specific to companion animals. This form can be used when there is a need to verify both the disability and the need for the companion animal. This form has been designed for use when the resident has two animals and wishes to identify one as an assistance animal.

Verification –Need for a Companion Animal Plus Pet **Update 7/2018** This verification form is specific to companion animals. This form can be used when the disability is known but the need for the companion animal is not known. This form has been designed for use when the resident has two animals and wishes to identify one as an assistance animal.

Verification –Disability and Need Waive Leash **Added 7/2018.** This form can be used when the disability is not known and the need to waive the leash requirement is not known.

Verification –Need Waive Leash **Added 7/2018.** This form can be used when the disability is known but the need to waive the leash requirement is not known.

Verification – Disability and Need for Assigned Parking **Update 7/2018** This verification form used to verify disability and the need for assigned parking close to a building entry. This form can be used when there is a need to verify both the disability and the need for the assigned parking.

Verification –Need for Assigned Parking **Update 7/2018** This verification form used to verify disability and the need for assigned parking close to a building entry. This form can be used when the disability is known but the need for assigned parking is not obvious or previously known.

Verification – Disability and Need for Dishwasher **Update 7/2018** This verification form used to verify disability and the need for assigned parking close to a building entry. This form can be used when there is a need to verify both the disability and the need for the assigned parking.

Verification –Need for Dishwasher **Update 7/2018** This verification form used to verify disability and the need for assigned parking close to a building entry. This form can be used when the disability is known but the need for assigned parking is not obvious or previously known.

Verification – Disability and Need for Washer/Dryer **Update 7/2018** This verification form used to verify disability and the need for an in-unit washer/dryer. This form can be used when there is a need to verify both the disability and the need for the assigned parking.

Verification –Need for Washer/Dryer **Update 7/2018** This verification form used to verify disability and the need for an in unit washer/dryer. This form can be used when the disability is known but the need for assigned parking is not obvious or previously known.

Verification – Disability and Need for Alternative Flooring **Update 7/2018** This verification form used to verify disability and the need for replacement of carpet in a unit. This form can be used when there is a need to verify both the disability and the need for the replacement of carpet in a unit.

Verification –Need for Alternative Flooring **Update 7/2018** This verification form used to verify disability and the need for replacement of carpet in a unit. This form can be used when the disability is known but the need for replacement of carpet in a unit is not obvious or previously known.

Verification – Disability and Need for Larger Unit **Update 7/2018.** This verification form used to verify disability and the need for a unit that exceeds the occupancy standards calling for a minimum of one person per bedroom. This form can be used when there is a need to verify both the disability and the need for the larger unit.

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Verification –Need for Larger Unit **Update 7/2018.** This verification form used to verify the need for a unit that exceeds the occupancy standards calling for a minimum of one person per bedroom. This form can be used when the disability is known but you need to verify the need for the larger unit.

Verification –Disability and Need Waive Leash **Update 7/2018.** This form can be used when the disability is not known and the need to waive the leash requirement is not known

Verification –Need Waive Leash **Update 7/2018.** This form can be used when the disability is known but the need to waive the leash requirement is not known.

Verification – Disability and Need for Smoking in Non-smoking **Update 7/2018.** This verification form used to verify disability and the need for a resident to smoke in a smoke free unit.

Verification –Need for Smoking in Non-smoking **Update 7/2018.** This verification form used to verify the need for a disabled resident to smoke in a smoke free unit.

Verification – Disability and Need for Altered Bathtub **Update 7/2018** This verification form used to verify disability and the need for modifying a bathtub in an existing unit. This form can be used when there is a need to verify both the disability and the need for the replacement of carpet in a unit.

Verification –Need for Altered Bathtub **Update 7/2018** This verification form used to verify disability and the need for need for modifying a bathtub in an existing unit. This form can be used when the disability is known but the need for replacement of carpet in a unit is not obvious or previously known.

Verification –Need for Bathtub in Accessible Unit **Update 7/2018.** This verification form used to verify the need for need for modifying a roll-in shower and adding a bathtub in an existing accessible unit. This form can be used when the disability is known but the need for replacement is not obvious or previously known.

Verification – Disability and Need for an Accessible Unit **Added 7/2018** This form is designed to be used for verification of the disability and need for an accessible unit or accessible features.

Verification – Need for an Accessible Unit **Update 7/2018** This form is designed to be used for verification of the need for an accessible unit or accessible features.

LIVE-IN AIDES/CAREGIVERS

Live-In Aide Application **Update 7/2018** HUD does not provide nor require a live-in aide questionnaire. This is a sample. This serves as an application for someone who wishes to live on the property as a live-in aide. It has been designed to ensure that 1) the person meets HUD's definition of a live-in aide 2) that the person can be screened and 2) that the person understands the property rules and the rules of tenancy. This form was updated 10/2013 to include references to the latest HUD Handbook 4350.3 Revision 1.

Caregiver Registration **Added 7/2018** This form was designed to allow you to implement policies re: caregivers. This caregiver registration can be used to note who is a caregiver, thus who does not live on the policy, but may stay in the unit overnight or may not be subject to guest policies.

Verification - Need for Live-in Aide **Update 7/2018** This can be used as part of the verification process when an applicant indicates a need for a live-in aide. For information about Live-in aides refer to **HH 4350.3 R1, Paragraph 3-6.**

Live-in Aide Addendum **Update 7/2018** This is a Live-in Aide addendum which explains that the live-in aide must abide by the House Rules. This also informs the live-in aide that he/she has no rights to the unit as a remaining household member. See HH 4350.3 R1, Paragraph 6-5 and 3-16 for additional information.

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ANIMAL FORMS

[Animal Registration Update 7/2018](#) This animal registration allows residents to request that an animal is allowed in a unit. This can be used for pets and assistance animals. This form is specifically for mammals such as dogs, cats, rabbits, etc.

SECTION 504

[Section 504 Contact Information](#) This document can be used to post the contact information for your Section 504 Coordinator on the property bulletin board so that residents know who to contact if they questions or concerns relating to Section 504 protections for people with disabilities. See HH 4350.3 R1, **Paragraphs 2-28 and 2-29** for additional information explaining HUD's Section 504 requirements.

[Section 504 Grievance Policy](#) Owner/agents are required to develop and implement a written Section 504 Grievance Policy. You will be asked for a copy of your 504 Grievance Policy as part of your Management & Occupancy Review. **Refer to HUD Form 9834 Addendum B.**

MISCELLANEOUS HUD REFERENCES

[Final Rule – Pet Ownership for the Elderly and Disabled](#)

This Final Rule discusses pet ownership for residents in properties set aside for people who are elderly or for people with disabilities.

[HUD FHEO-Notice 13-01-Service Animals and Assistance Animals PWD In Housing and HUD Funded Programs](#)

This notice explains certain obligations of housing providers under the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), and the Americans with Disabilities Act (ADA) with respect to animals that provide assistance to individuals with disabilities. The Department of Justice's (DOJ) amendments to its regulations for Titles II and III of the ADA limit the definition of "service animal" under the ADA to include only dogs, and further define "service animal" to exclude emotional support animals. This definition, however, does not limit housing providers' obligations to make reasonable accommodations for assistance animals under the FHA or Section 504.