



Reasonable Accommodation Request Form

The Bath Housing Authority is committed to the letter and spirit of the Fair Housing Act, which, among other things, prohibits discrimination against persons with disabilities. In accordance with our statutory responsibilities and management policies, we will make reasonable accommodations in our rules, policies, practices, or services, when such accommodations may be **necessary** to afford persons with disabilities an equal opportunity to use and enjoy their housing communities. If you are requesting such an accommodation, please fill out this form. If you need assistance with this form or have any additional questions you may contact Bath Housing, 80 Congress Avenue Bath, ME 04530, or (207)-443-3116.

Name

Date of Request

Address

Phone #

Please describe the accommodation you are requesting:

Do you consider yourself to have a physical or mental disability? YES -or- NO

Please describe how the requested accommodation is **necessary** for your use and enjoyment of your apartment community?

Please provide the contact information for a professional third party verifier to whom we will send a verification form:

Name

Position

Mailing address

Phone #

I give you permission to contact the above individual for purposes of verifying that a family member or I need the reasonable accommodations requested above.

Signed

Date

Right to Reasonable Accommodation

State and Federal laws require housing providers to make reasonable accommodations or changes to either the apartment, other parts of the housing complex, or to house rules, policies and procedures (not essential terms of the lease) if such changes will provide them with equal opportunity to use and enjoy our housing programs, their unit and/ or common areas. Bath Housing does not provide reasonable accommodations when the request is a matter of convenience or preference only.

If you have a disability that requires you to need...

- An accommodation or adjustment in the program's rules, policies, practices or services, or
- A modification of your Public Housing unit or its associated premises, then...
- You can ask for this kind of change, which is called a REASONABLE ACCOMMODATION

We will try to approve your request if you can show that you have a disability that requires a reasonable accommodation or modification, and your request is reasonable.

The process for requesting a Reasonable Accommodation is as follows

1. Request must be in writing on a Bath Housing Reasonable Accommodation Request Form. If you have any problems completing the form BHA staff will assist you in completing the form.
2. Requests for reasonable accommodations are subject to third party verification by a qualified professional.
3. Provided that we obtain timely verification of the need and appropriateness of the request a determination will be made within 30 days. This time period can be extended by mutual agreement.
4. Residents have the right to request a hearing if their request is denied.

If you have any questions or need a form, contact us at 80 Congress Avenue Bath, ME 04530, or by calling (207)-443-3116 during regular business hours.