

# LACONIAHOUSING

We put our residents first.

## **REASONABLE ACCOMMODATION POLICY** **FOR** **PERSONS WITH DISABILITIES**

The Federal Fair Housing Act requires that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities.<sup>1</sup> If a prospective resident, resident or member of a prospective resident or resident's household has a disability, he/she may request a reasonable accommodation. Reasonable accommodations are changes, exceptions, or adjustments 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.

It is preferred that all reasonable accommodation requests be submitted in writing to Laconia Housing at the main office, (32 Canal Street, Laconia) New Hampshire. Request forms for reasonable accommodations are available at the main office. If a prospective resident, resident or household member has difficulty filling in the form, a Management representative will assist him or her in completing the form. Oral requests for reasonable accommodations will be recorded and processed in accordance with this policy.

If the need for the accommodation is not obvious, it will be necessary to obtain documentation of the need for the requested accommodation from a verifying source. The requester will be asked to sign a Verification Form. Upon receipt of the signed Verification Form, Laconia Housing will mail the form to the verifying source.

Laconia Housing will notify the requester in writing of the decision regarding the request within 10 days of the completed written or oral request and receipt of the verification form, if needed. If the request is for an assistance or service animal and the request is granted, the applicant/resident will be required to sign a lease addendum form that describes the animal owner's responsibilities concerning the animal. If Laconia Housing cannot grant the request made, the parties will engage in open discussions and/or engage in the interactive process with the resident or prospective resident in an effort to provide an alternate accommodation that satisfies the request. In the event the interactive process is unsuccessful, resulting in the denial of the request, an explanation of the basis for such denial shall be included in a written notification.

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<sup>1</sup> Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment. Physical or mental impairments include, but are not limited to, orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, intellectual disabilities, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. The term "substantially limits" suggests that the limitation is significant to a large degree. The term "major life activity" means those activities that are of central importance to daily life, including but not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

Effective 10.2023

