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Tenant Name

In order for a Reasonable Accommodation request to be processed, the Rosenberg Housing Authority (RHA) requires the following:

1. The request must be made by or for a personal with a disability.
2. The request must explain what accommodation is needed in order for the family to have full access to the RHA's programs and services.
3. There must be a nexus between the requested accommodation and the individual's disability.
4. The family must provide the contact information for the doctor to verify the disability and accommodation. Only 1 doctor will be accepted.
5. The RHA will send the verification directly to the doctor.
6. Once verification is sent to the doctor, the verification must be returned within 2 weeks (14 days) of when the verification is sent.
7. Only a complete, returned verification form will be processed.
8. Once the doctor returns the verification, the verification will not be resent to the doctor and/or a second verification with options changed will not be accepted.
9. If the doctor fails to return the document by the deadline, it will result in the RHA denying the accommodation. If the doctors fails to completely fill out the verification form it will result in the RHA denying the accommodation.

I understand the guidelines that will be used to process a request for a reasonable accommodation.

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Tenant Signature

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Date