



REASONABLE ACCOMMODATION GUIDELINES

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

1. The request must be made by or for a person with a disability. **Only one request per household at a time.**
2. The family will be given a reasonable accommodation form to be filled out detailing the requested change and the contact information of the knowledgeable professional that can verify the request. **Only 1 knowledgeable professional will be accepted per request.**
3. There must be a **nexus** between the **barrier to housing the disability causes** and the **requested accommodation.**
4. The RHA will send the verification directly to the knowledgeable professional.
5. Once verification is sent to the knowledgeable professional, the verification must be returned within 2 weeks (14 days) of when the verification is sent.
6. Only a complete, returned verification form will be processed.
7. Once the knowledgeable professional returns the verification, the verification will **not be resent a second time** and/or a second verification with options changed will not be accepted.
8. If the knowledgeable professional fails to return the document by the deadline, it will result in the RHA denying the accommodation. If the form is not completely filled it will result in the RHA denying the accommodation. **A new request will need to be submitted.**

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

Name

Date