

MODIFICATIONS/ACCOMMODATIONS

MODIFICATIONS

ABC Apartments understands that residents and approved residents can make modifications as necessary to be able to occupy the premises of an individual unit. The resident understands that this cost is their cost totally and that the modifications must be approved by the designated property agent before being allowed. The Property may require an Architect/engineer proposal on the modification before approval and all work must be done by a licensed contractor. The resident will be notified in writing as to the policy they must follow for the modification, after the request for modification is received by the office. No modification can be made without the approval of the Board of Directors. No additional escrow deposit will be charged to the resident. The resident will be notified in writing that the modification's will be the responsibility of the resident to maintain and to restore ABC Apartments unit back to "as was, like kind" if and when the resident moves from the property. Failure to do so will result in the deposit being used to restore the unit. Any cost over and above the deposit fee will be billed to the resident.

ACCOMMODATIONS

ABC Apartments has a "reasonable accommodation policy" that includes any needed change that we can make to assist an applicant or resident on the basis of a disability. A copy is exhibit 1

ABC Apartments will keep an "accommodation log" for any applicant or resident that makes a request. As well, any request must be put in writing to the management and to the Board Directors for approval. This request will be reviewed by the Manager and forwarded to the Board of Directors for approval. Approval will be given in writing or denial will be given in writing, whichever transpires. A copy of the log is exhibit 2

ABC Apartments recognizes the accommodation includes "live in aide" as needed. The Board of Directors and Management will refer to the documents signed by the resident that they understand that this person cannot be a resident, has no tenant rights, has no "proprietary lease" rights to the unit and otherwise will not be given any privileges or rights of the member household. A copy of live in aide forms is included as exhibit 3

EXHIBIT 1

REASONABLE ACCOMODATION POLICY

ACCOMMODATIONS

***** has a “reasonable accommodation policy “that includes any needed change that we can make to assist a resident or applicant on the basis of a disability.

***** will keep an “accommodation log” for any applicant or resident that makes a request. As well, any request must be put in writing to the management and to the Board Directors for approval. This request will be reviewed by the Manager and forwarded to the Board of Directors for approval. Approval will be given in writing or denial will be given in writing, whichever transpires.

***** recognizes the accommodation includes “live in aide” as needed. The Board of Directors and Management will refer to the documents signed by the member that they understand that this person cannot be a resident, has no tenant rights, has no “proprietary lease” rights to the unit and otherwise will not be given any privileges or rights of the member household.

The cost of any approved reasonable accommodation exceeding \$200.00 will be the responsibility of the resident requesting the accommodation. The cost to return the dwelling to its original state will be entirely borne by the member.

EXHIBIT 6

GREIVANCE POLICY

1. An applicant or resident denied reasonable accommodations will be notified in writing.
 - a. The denial letter must include
 - i. work requested
 - ii. reason for denial
 - iii. appeal rights
2. An applicant or resident that has been denied reasonable accommodation under the ADA regulations, and is not satisfied with the decision has the right to appeal the decision in writing.
3. An applicant or resident must submit to the Board of Directors the written request for an informal hearing to appeal the decision within 14 days of the date on the denial letter.
4. The applicant or resident will be notified in writing, with a date and time, to meet with Board of Directors.
5. The applicant or resident will be given the reasonable opportunity to present reasons to consider the reversal of the decision.
6. The applicant or resident will be notified in writing of the decision within 14 days following the informal hearing.

EXHIBIT 2

ACCOMMODATION LOG

Date of request	Name of household Head	Accommodation Requested	Date Verification sent	Date Verifications Received	Accommodations Offered	Date of Site's Initial Response

Use this log to track requests by the household members or applicant (including members of applicants household) for accommodation or modifications due to disabilities. When a household member makes a request, note it immediately by filling in the log columns asking for the date of the request, the household head's name and a brief description of the accommodation requested (the reason the household member needs the accommodation is not required).

The resident or applicant must sign a request for Verification of Accommodation to be sent to the appropriate Health Care Provider. When you send out the verification form, fill in the date in the appropriate column of the log. Next to it, fill in the date the site receives the required verification. Record the site's response to the accommodation request in the Accommodation Offered column. If the site is offering an accommodation different from the one requested by the household member, write a brief description of the different accommodation. In the final column, fill in the date of the site's response. IF the site later agrees to make a different accommodation, revise the Accommodation Offered column as needed, but don't change the date of the site's initial response in the last column.

Note: this log doesn't ask you to describe the disability. Whether accommodations are appropriated or necessary given the household members' disabilities is a question for their health care providers, not managers. You must evaluate "reasonableness" based solely on the extent to which making the accommodation would be burdensome and expensive or inconsistent with the site's housing program.