



Reasonable Accommodation Request Form

Virginia Housing | Housing Choice Voucher Program

Section 1: To Be Completed by the Housing Choice Voucher (HCV) Applicant or Participant

Please check one: HCV Applicant: _____ HCV Participant: _____

You may utilize this form to request a reasonable accommodation for you or any member of your household who has a disability. A request allows access to the facilities, programs or services in which you are seeking or have obtained from the Housing Choice Voucher Program.

Please refer to the attached Section 2 "Reasonable Accommodation Policy" to determine whether you or a member of your household meets the definition of disabled. In order for your request to be considered, you must complete, sign and date this form at the bottom. If you need assistance with this process, please contact your local housing agency. Please attach supporting documents from a medical professional to justify your reasonable accommodation request.

Local Housing Agency Name: _____ Date of Request: _____

Head of Household Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Please list the name of the individual needing the accommodation: _____

Does the individual who needs the reasonable accommodation, meet the definition of an individual with a disability as stated in Section 2.

Yes _____ No _____

Describe the reasonable accommodation you are requesting: _____

I authorize a physician/medical provider/person with knowledge of the disability selected by me to release the specific information requested by Virginia Housing or the local housing agency to verify my reasonable accommodation request.

Applicant/Participant Signature: _____ Date: _____

Section 2

HUD requires Virginia Housing and the local housing agencies to make reasonable accommodations to rules, policies, practices and procedures when such an accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy the HCV Program or a dwelling unit leased under the program.

Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an undue financial and administrative burden for the housing agency, or result in a fundamental alteration in the nature of the program or service offered.

Definition of Disabled

For purposes of reasonable accommodation requests, the definition of disabled is as follows.

The Fair Housing Act defines a person with a disability to include individuals with a physical or mental impairment that substantially limits one or more major life activities; a record of such an impairment; or being regarded as having such an impairment. This term does not include current, illegal use of or addiction to a controlled substance.

The physical or mental impairment can include practically any condition, disease, illness, disfigurement or disorder, as long as the impairment substantially limits one or more major life activities. Examples include but are not limited to alcoholism, cerebral palsy, cancer, mental illness, emotional disorder, former drug addiction, or HIV infection.

Major life activities mean functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Has a record of such an impairment means has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.

Is regarded as having an impairment means:

- Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by another person as constituting such a limitation
- Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others toward such impairment
- Has none of the impairments defined by the Fair Housing Act but is treated by another person as having such an impairment.

Types of Reasonable Accommodations

Examples of a reasonable accommodation include the following:

- Conducting home visits to complete paperwork
- Using higher payment standards if necessary to enable a person with a disability to obtain a suitable housing unit
- Providing time extensions to locate a unit because of the lack of accessible units or special challenges of the family in finding a unit
- Allowing a family to lease a unit owned by a relative
- Approving a live-in aide

Request Process

All reasonable accommodation requests are submitted to the local housing agency and reviewed by Virginia Housing with the exception of requests for home visits which are reviewed by the local housing agency.