

Sample Letter: Request for Reasonable Accommodation

[Date]

[Landlord/Manager's Address]

Dear [Landlord/Manager's Name]:

I live at [ADDRESS] in [UNIT NUMBER] and have lived there since [DATE]. I am a qualified individual with a disability, as defined by the Fair Housing Amendments Act of 1988.

Under the Fair Housing Amendments Act, it is unlawful discrimination to deny a person with a disability a reasonable accommodation of an existing building rule or policy if such accommodation may be necessary to afford such person full enjoyment of the premises.

Because of my disability, I need the following accommodations/modifications so that I may meet the terms of my rental agreement, and so that I may have full use and enjoyment of the premises [include one of the following options]:

- A change in my apartment or other part of the housing complex. [Please state what you need—be specific.]
- A change in the following rules, policies or procedures. [Please state what you need—be specific.]

Please keep this request for accommodation confidential, as required by federal law. Please contact me within the next 10 days to discuss this important issue. I look forward to your response and appreciate your attention to this matter.

You may verify the need for this request by contacting: [Identify a qualified individual—physician, social worker, etc.]

Name:

Address:

Phone Number:

If you have any questions about the fair housing laws, please contact one of the following agencies: Seattle Office for Civil Rights: 206.684.4500, King County Office of Civil Rights & Open Government: 206.296.7592, Washington State Human Rights Commission: 1.800.233.3247 or US Dept. of Housing & Urban Development: 1.800.877.0246.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

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