



Address: _____ Phone: _____ Fax: _____

Reasonable Accommodation Policy for Persons with Disabilities

The Federal Fair Housing Act requires that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. HUD's regulations implementing Section 504 of the Rehabilitation Act of 1973 require that a recipient of Federal funds shall make reasonable accommodations to otherwise qualified applicants and residents with disabilities; unless the recipient can demonstrate that the accommodation would impose an undue financial and administrative burden or would result in a fundamental alteration of its program or activity. If a prospective resident, resident or member of a prospective resident or resident's household has a disability, he/she may request a reasonable accommodation. Reasonable accommodations are changes, exceptions, or adjustments to a rule, policy, practice or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces.

It is preferred that all reasonable accommodation requests be submitted in writing to Alliance Asset Management, Inc. Request forms for reasonable accommodations are available at the management office, or online at www.alliancenh.com. If a prospective resident, resident or household member has difficulty filling in the form, Alliance Asset Management, Inc. will assist him or her in completing the form. Oral requests for reasonable accommodations will be recorded and processed in accordance with this policy.

Alliance Asset Management, Inc. shall notify the requester in writing of the decision regarding the request within 10 days of the completed written or oral request. If Alliance Asset Management, Inc. cannot grant the request made, Alliance Asset Management, Inc. will engage in open discussions and/or engage in the interactive process with the resident or prospective resident in an effort to provide an alternate accommodation that satisfies the request. In the event that, after a reasonable amount of time, the interactive process is unsuccessful, resulting in the denial of the request, an explanation of the basis for such denial shall be included in a written notification. If a person with a disability believes that a request has been denied unlawfully or that the response is delayed unreasonably, he or she may file a complaint with:

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity
451 Seventh Street SW
Washington, DC 20410
(800) 669-9777
<https://www5.hud.gov/Hud903/main/pagHUD903Form.jsp>

Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment. Physical or mental impairments include, but are not limited to, orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, intellectual disabilities, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. The term "substantially limits" suggests that the limitation is significant to a large degree. The term "major life activity" means those activities that are of central importance to daily life, including but not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

