

## NOTICE OF RIGHT TO REASONABLE ACCOMODATION

### WHAT IS A REASONABLE ACCOMODATION?

A change to our rules, policies, practices, or services when such an accommodation may be necessary to afford a tenant or applicant with a physical or mental disability the equal opportunity to use and enjoy a dwelling unit, including public and common use areas.

### WHO MAY REQUEST A REASONABLE ACCOMODATION?

Any tenant or applicant who meets the definition of disability under state or federal law.

### UNDER WHAT CIRCUMSTANCES MAY A REASONABLE ACCOMMODATION REQUEST BE DENIED?

A reasonable accommodation request may be denied if the request was not made by or on behalf of an individual with a disability; if there is no disability-related need for the accommodation; or if the requested accommodation is not reasonable, i.e., it would impose an undue financial and administrative burden or would fundamentally alter the nature of BangorHousing's operations.

### HOW DO I MAKE A REQUEST FOR A REASONABLE ACCOMODATION/MODIFICATION?

Complete the Reasonable Accommodation Request Form on the back of this notice. If you need help filling out this form or if you want to give us your request in some other way, we will help you. Michael Myatt has been designated as the 504 coordinator for BangorHousing. You can contact him or Josiah Brochu if you have any questions regarding Reasonable Accommodations by calling 942-6365, or email [mmyatt@bangorhousing.org](mailto:mmyatt@bangorhousing.org) or [JosiahB@bangorhousing.org](mailto:JosiahB@bangorhousing.org)

### HOW LONG DOES THE PROCESS TAKE?

Your request will be reviewed and you will usually receive a response within 30 calendar days after we have received your request, unless there is a problem getting the information we need or you have agreed to a longer time. We will notify you if we need more information.

### WHAT HAPPENS IF MY REQUEST FOR A REASONABLE ACCOMODATION IS DENIED?

If we deny your request, we will explain the reasons and you will have the opportunity to supply further information if you think it will help gain approval. You can also request a hearing.

#### FOR DENIAL, LEASE VIOLATION, EVICTION, OR TERMINATION

If this problem is as a result of a disability, you have a right to a reasonable accommodation – some plan that would enable you to meet the terms of the lease or other housing obligations. If you think such a plan or a change is likely to correct the problem, you can call **Michael Myatt** or **Josiah Brochu**. If you make such a request, you will need some evidence that the problem was caused by the disability and that the plan is likely to work. If it involves someone else, you need evidence that they will provide the assistance.