

**Approval/Denial of a Request for a Reasonable Accommodation  
and/or a Reasonable Modification**

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To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_ (DATE) you requested the following reasonable accommodation and/or modification:

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We have:

- APPROVED** your request and will provide the following accommodation and/or modification:
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The change is effective (DATE) \_\_\_\_\_.

To make the change you requested, we must have bids and then arrange installation or we must order certain equipment. We anticipate that the change will be made by \_\_\_\_\_ (date), and we will notify you if we discover that there will be a delay.

If you have questions or think this accommodation and/or modification will not meet your needs or will take too long to provide, please contact me immediately.

- DENIED YOUR REQUEST.** We have denied your request because (check all that apply):
- You are not a person with a disability or your guest or household member or person associated with you does not have a disability, as defined by federal and/or state law, and we are not required to give you an accommodation and/or modification.
  - The accommodation and/or modification you requested is not reasonable because: \_\_\_\_\_
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- You do not need this accommodation and/or modification to live here as easily as others without disabilities or to enjoy or participate equally in this housing as easily as others without disabilities.
  
- It will cost (fill in amount) \$\_\_\_\_\_ and/or \_\_\_\_\_ hours of staff time to make the change you requested and this is an undue burden on our operations.
  
- The request will fundamentally change the nature of our housing program.

We used these facts to deny your request (list):

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To make this decision, we spoke with the following people, reviewed the following documents, and performed the following investigation:

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If you disagree with this decision or have more information to provide to us, you may contact me at the following address and/or phone number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_