

Sample Reasonable Accommodation Client Self-Help Letter

Send: Certified Mail or Priority Mail with Delivery Confirmation

Applicants or residents may use a letter with this type of language when requesting a reasonable accommodation/modification. Use of this letter is not required, but it is recommended for documentation purposes.

Date:

Landlord Name

Landlord Address

Dear Mr./Ms. _____,

I am writing because, I have a disability that substantially limits one or more of my major life activities as defined by the fair housing laws. My disability affects my ability to **state what fair housing related issues you are having.** To have equal opportunity to use and enjoy my dwelling I need **state what fair housing related accommodation or modification you need** as a reasonable accommodation/modification.

Please see the enclosed letter from my medical provider or other qualified third party who in their professional capacity has knowledge of my disability and need for a reasonable accommodation/modification.

I am aware that the federal Fair Housing Act prohibits housing discrimination because of race, color, religion, national origin, sex, familial status, and disability. The Act also prohibits retaliation. In 1988, the Act was amended to make it unlawful to discriminate against a person with a disability including refusal to make reasonable accommodations in rules, policies, practices, or services, when such are necessary to afford such person equal opportunity to use and enjoy a dwelling [42 U.S.C, 3604(f)(3)(B)].

Please respond to this request in writing within 10 days of the date of this letter.

Sincerely,

(sign letter)

Print your name, address and telephone number

cc Fair Housing Center of Washington