



# GEORGETOWN HOUSING AUTHORITY

139 Scroggin Park, Georgetown, KY 40324  
J. Thomas Wilson, PHM, Executive Director

## NOTICE OF RIGHT TO A REASONABLE ACCOMMODATION

### Reasonable Accommodation Process:

If you have a disability and you require some sort of modification to fully access and utilize the Section 8 or Public Housing programs or related services, you may request a reasonable accommodation. Modification requests can include:

- An exception to a rule, policy or procedure.
- A change or repair in your unit or some other part of the housing site.
- A special type of unit.
- A change in the way we communicate with you or give you information.

### To Qualify for a Reasonable Accommodation you Must:

- 1) Be a person with a disability under the following ADA definition:
  - a. A physical or mental impairment that substantially limits one or more of the major life activities
  - b. A Record of such impairment; or
  - c. Regarded as having such an impairment
- 2) Submit a Request for Reasonable Accommodation form
- 3) Have a qualified physician or other professional verify that you require the accommodation due to your disability and the change is required for you to have equal access to the housing programs.

If you qualify for the accommodation and it would not create an undue administrative or financial burden, GHA will make every effort to grant the request or present an alternate accommodation that will still meet the needs for the request for Public Housing.

GHA will provide a written decision to you in a reasonable time frame. If no additional information is needed and the verification is outstanding, a response should be sent to you within 10 business days.

The written decision will include details on the request if approved, or an explanation for denial of the request, as well as details on requesting an informal hearing to have the decision reviewed.

You may pick up a Reasonable Accommodation Request form at our office or request that one be mailed to you. If you require accommodation with respect to submitting the Reasonable Accommodation Request form, you should contact our office at (502) 863-3773.

### For a Leave Violation or Eviction:

If your housing assistance is in jeopardy due to eviction proceedings or a lease violation resulting from your disability, you can request a reasonable accommodation that would enable you to meet the terms of your Public Housing Lease. Contact our office at (502) 863-3773.

**Falsification of a Reasonable Accommodation Request - Falsifying information constitutes program fraud under 24 CFR 982.551(k) and may result in a denial or termination of your housing benefits.**

### Reasonable Accommodation Request:

- I AM NOT requesting a Reasonable Accommodation.
- I AM requesting a Reasonable Accommodation for
  - Myself
  - On behalf of: \_\_\_\_\_
  - My reason for requesting this accommodation is: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Applicant/Resident Printed Name: \_\_\_\_\_

Applicant/Resident Printed Name: \_\_\_\_\_

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

Housing Authority Staff: \_\_\_\_\_

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

**“If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please direct your request for reasonable accommodations, in writing, to the housing authority administrative office, attention: Tom Wilson.”**

