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| <p>Attachment 1</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Note: Attachment 1 should only be used to help ensure that the Client is matched with an appropriate unit within an appropriate building. For example, a Client who is wheelchair-bound should not only be matched with a unit that is ADA-accessible, the building must have an interior elevator and accessible access from the street (i.e. no stairs at the threshold, unless a lift or ramp is also present).</p> </div> <p>Under the Fair Housing Act, reasonable accommodation requests are not to be considered by the provider as part of the process of confirming a Client’s eligibility for a particular unit.</p> <p>Therefore, Attachment 1, and any supporting documentation should be uploaded to the Client’s file in the ONE System, but should not be brought to the intake interview, or given to the provider, prior to the lease-signing.</p> | <p>For Staff Use Only: Section 1. Reasonable Accommodation(s) Requested</p> <p>Notes:</p> <ul style="list-style-type: none"> ▪ A letter from a reliable third party is required to verify the disability for which a reasonable accommodation is being requested. ▪ “A doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual’s disability may also provide verification of a disability”.² | <p>Access Point/Coordinated Entry/Housing Navigation staff: if the Client is requesting a reasonable accommodation for the housing unit complete this form including the following:</p> <ul style="list-style-type: none"> ▪ the ONE System ID ▪ Client’s Information ▪ Check “Yes” or “No” for each type of accommodation being requested ▪ If you check “Yes” briefly describe the nature of the accommodation being requested ▪ Obtain a letter from a reliable third party and upload it into the ONE system (check the box). ▪ Obtain all signatures in the certifications section. |
| | <p>Section 2. Service and Support Animal(s)</p> | <p>Do you have one or more service or support animals?</p> <p>Note: refer to definitions in glossary.</p> <p>If so, please fill out this section with all of the information that you have about each of your service or support animals.</p> |
| | <p>For Staff Use Only: Section 2. Service and Support Animal(s)</p> <p>Note: refer to definitions in glossary.</p> | <p>Access Point/Coordinated Entry/Housing Navigation staff: if the Client has service and/or support animal(s) and does not have complete information (ex. license number, etc.), please initiate the process of obtaining that information, if possible.</p> |

² Source: <https://www.hud.gov/sites/documents/huddojstatement.pdf>