

VIROQUA HOUSING AUTHORITY

Notice to all Applicants and Tenants

Reasonable Accommodations for Those with Disabilities

The Viroqua Housing Authority is a public agency that provides low rent housing to eligible families including families with children, elderly families and disabled families. The housing authority is not permitted to discriminate against applicants on the basis of their race, religion, sex, color, national origin, age, disability or familial status. In addition, the housing authority has a legal obligation to provide “reasonable accommodations” to applicants if they or any family members have a disability. A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. Examples of reasonable accommodations would include:

- Making alterations to a PHA unit so it could be used by a family member with a wheelchair;
- Adding or altering unit features so they may be used by a family member with a disability;
- Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member;
- Permitting a family to have a large dog to assist a family member with a disability in a PHA development where the size of dogs is usually limited;
- Making large type documents, Braille documents, cassettes or a reader available to an applicant with a vision impairment during the application process;
- Making a sign language interpreter available to an applicant with a hearing impairment during the interview or meetings with PHA staff;
- Permitting an outside agency or individual to assist an applicant with a disability to meet the PHA’s applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligations of tenancy. They must be able to pay rent, to care for their unit, to report required information to the housing authority, to avoid disturbing their neighbors, etc., but there is no requirement that they must be able to do these things without assistance.

If you or a member of your family have a disability and think you might need or want a reasonable accommodation, you may request it at any time in the application process or at any time you need an accommodation. This is up to you. If you would prefer not to discuss your situation with the housing authority, that is your right.

Reasonable Accommodations Request Form

This form is used to determine whether an applicant family needs special features in their housing unit. The need for special adaptations must be verified in order to assure that the limited number of units with special features go to families that actually need the features.

Applicant Name: _____ Date: _____

1. Will you or any of your family require any of the following?

_____ A separate bedroom _____ Unit for the visually impaired

_____ A barrier-free apartment _____ Unit for the hearing impaired

_____ One-level unit _____ Bedroom and bath on 1st floor

_____ Live-In Attendant _____ Extra Bedroom

_____ Other modification to unit: _____

2. Can you and all family members use the stairs unassisted? YES NO

If no, please indicate how the PHA should accommodate your family: _____

3. Will you or any of your family members need a live-in aide to assist you? YES NO

If yes, please explain: _____

4. Please explain exactly what you need to accommodate your situation. Attach additional sheets if needed.

5. What is the name of the family member needing the features identified above? _____

6. Whom should we contact to verify your need for a special accommodation or unit?

Name: _____ Phone: _____

Address: _____

Applicant Signature

Date