

SAMPLE LETTER - LESSEE/GUEST "REQUEST FOR REASONABLE ACCOMMODATION"

Date _____

Dear Bermuda Bay Board of Directors:

I am applying to become a lessee/renter (*or will be a guest*) at _____ ADDRESS OF UNIT
effective _____ DATE for a term of _____ SPECIFY LEASE TERMS or LENGTH OF STAY .

I am requesting "Reasonable Accommodation" under the Americans with Disabilities Act, the Fair Housing Act and the Rehabilitation Act of 1973.

I have a disability that hinders my ability to live alone or without assistance.

I have attached verification from my medical professional of my disability and the functional limitations I experience as well as my doctor's prescription for a Service or Emotional Support Animal. I have also included the documentation required as per Bermuda Bay's Service and Emotional Support Animal policy.

Please send your reply in writing in regards to this request for reasonable accommodation within ten business days or by _____ DATE .

Thank you for your time and consideration, and I look forward to your reply.

Sincerely,

NAME + SIGNATURE

**** This sample letter is provided under the guidelines supplied by the US Department of Housing in reference to the Fair Housing Act - Tenant Request for "Reasonable Accommodations"*