

70 COOLEDGE STREET REVERE, MASSACHUSETTS 02151

TEL: 781-284-4394 FAX: 781-284-0065 www.revereha.org

Dear Applicant:

Enclosed please find our application for Carl Hyman Towers

Carl Hyman Towers is SMOKE FREE

Elderly/Disabled Applicants:

You must be 62 years old or Handicapped for this Federal Program.

Income Limits:

1 person \$37,750 2 people \$43,150

Preferences and Priorities:

- Revere Residents
- Veterans



Carl Hyman Towers 50 Walnut Ave Revere, MA 02151





Application for Carl Hyman Towers 50 Walnut Ave Revere, MA 02151

This box is	for Office Use Only
Date of Receipt:	
Time of Receipt:	
Control Number:	
Barrier free:	
First Floor:	
Elderly Handicapped:	
Race and/or Ethnicity:	
Priority /Preference Category:	
Language:	

Incomplete applications will not be processed. Please complete all information requested on the application. If a question is not applicable, please write N/A. Make sure you sign the last page. If you need additional space to provide an answer, please attach an additional sheet(s). Once completed please mail or hand carry to the Revere Housing Authority main office.

1.	Name of Applicant:		
	Current Residence Address:		Apt No:
	City / Town:	State	Zip:
	Home Telephone:	Cell Phone	
	Best # to Reach Applicant	Work Phone	
	Mailing Address:		Apt No:
	City / Town:	State:	Zip:
2.	Type of Public Housing You a	are Applying For: Elderly Non-Elderly, Handicapped	
	Congregate Elderly	/Handicapped	
h d	ave a handicap, the handicap m	elderly/handicapped housing you must be 62 years old or a person with ust be other than a history of drug or alcohol abuse, you must provide a long and indefinite duration are a handicap and it is expected to be of a long and indefinite duration	certification by a
3.	If you want to apply for eme	rgency Housing you must select one of the categories below:	
app of 1 the disp	dicant who is without a place to ife of safety that would be allev situation, who has made reason placed from is/her primary resid Displaced by Nati Displaced by Pub Displaced by Pub Displaced by Nowhere the housing sit	by applicant status you must be "homeless," which is defined by state relive or who is in a living situation in which there is a significant, immediated by placement in an appropriate unit, who has not caused or substable efforts to prevent of avoid the situation and to locate alternative habence for one of the following reasons. Please check the reason that appural Forces (i.e. Fire, Flood, Earthquake) lic Action (i.e. Urban renewal, eminent domain) lic Action (i.e. Condemnation of home, code violations) fault of housing, Severe Medical emergency and/or Victim of Abuse (contains significantly contributes to or is direct threat to the life and safe	ediate and direct threat antially contributed to ousing, and who is eplied to your situation. domestic violence) ety of the applicant.
If v	ou have selected one of the ab	pove emergency categories in this section, you must complete an EM	MERGENCY

<u>APPLICATION</u> in addition to this Standard Application. All emergency applications must be accompanied by third party written documentation.





Local Preference: In addition to receiving local preference for the City or Town where you principally reside, you may receive local preference based on where you are employed.

Please answer the following:			
• Provide the name of the City/Town in w	hich you are empl	oyed:	
• Provide the dates of employment:	From:		To:
Home Telephone		Work	
Veteran Preference: You may apply spouse, dependent parent or child or di			
If you wish to apply for Veteran Preference, l in the U.S. Army, Marine Corps, Coast Guard			Include service dates for service
		Т	o:
Service Date: From:			
A Copy of the Veteran's Department of D	efense Form DD2	14 must be sul	bmitted with this application.
Do you have any special needs due to a disal medical reasons? yes no Please Specify:			modation such as a first-floor unit for
Are you currently living in a non-permanent Alternative Housing Voucher Program?	transitional housing yes no	ng which is subs	sidized under the Massachusetts
Have you, or any member of your house	ehold, ever receive	ed housing assi	stance from this or any other
housing agency? yes no			
If YES: Name of Head of Household at that tir	ne:		
When you moved out, were you in compliance w yes no If NO, please explain:	ith the lease and othe	er program requii	rements?





Does anyone in your l	household own a	car? 🗌 ye	s no)			
Make of car:	Year:		Reg	, Number:			
Make of car:	Year:		Reg	g. Number:			
Members of househo	ld to live in unit,	including .	Head of Ho	usehold:			
First & Last Name	Relationship To Head of Household	Racial Desig- nation*	Ethnic Desig- nation*	Social Security Number**	Sex	Date of Birth	Occupation
	Head						
	,						
* This information v ** Employed, at hom Racial Designatio your household in	e, Handicapped, on: (Responding to	or Student this quest	ion is optio				nant selection
	•			O.1. /	-		
American-Indian	Asian Black	Hispanic	wnite	Other (specify	у)		
Emergency Reference we are not able to re			_	lanning to live	with yo	ou. We will	contact this person if
1. Name:		Ac	idress:			City:	
State:	Zip:		Te	lephone #: ()		
2. Name:		A	ddress:			City:	
State:	Zip:		Telephor	ne #: ()_			





INCOME BEFORE DEDUCTIONS

Estimate the Gross Income anticipated for ALL Household Members from all sources for the next 12 months. Specify all sources.

Type of Income	Source of Income, Name of Employer	Gross Monthly Amount	Gross Amount For next 12 Months
Salaries, Wages, Including Overtime Tips		\$	\$
Net Income From Business or Profession		\$	\$
Trust Income, Interest & Dividends		\$	\$
Pensions and Annuities		\$	\$
Unemployment or Disability Compensation		\$	\$
Regular Social Security Benefits and/or SSI		\$	\$
VA Disability Income		\$	\$
Public Assistance		\$	\$
Regular Alimony, Support Payments, Gifts		\$	\$
Other Income		\$	\$

TOTAL GROSS INCOME:	\$

EXPENSES

Un-reimbursed Medical	
Expenses:	\$
Alimony of Child Support	
Payments:	\$
Health Insurance:	
	\$
Other (i.e. expense for care of	
sick children, or sick	
incapacitated person	
if necessary for employment)	\$

TC	TAL	EXPENSES:	\$





ASSETS

Current Balance Institution \$ \$ \$ \$ \$ \$ Do you have any pets?	Have you s	sold, transferre	d or given away	any real propert	y or assets in	the last three (3)	years? 🗌 yes	☐ no
Amount of the sale / transfer: Value of the sale / transfer: Please list below the assets of everyone to live in the unit. Include all bank accounts, stocks and bonds, trusts, real DO NOT include clothing, furniture, or cars. Household Member Asset Type Asset Value or Current Balance Institution \$ \$ \$ \$ \$ Do you have any pets? yes no Please describe: Are you a Board Member, employee, or a member of the immediate family of an employee of a board mem his housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please	If yes:	Date of sale	/ transfer:	Month		Day	Year	
Value of the sale / transfer: If yes, please provide the address: Please list below the assets of everyone to live in the unit. Include all bank accounts, stocks and bonds, trusts, real DO NOT include clothing, furniture, or cars. Household Member Asset Type Asset Value or Current Balance Institution \$ \$ \$ \$ \$ \$ Do you have any pets? yes no Please describe: Are you a Board Member, employee, or a member of the immediate family of an employee of a board mem his housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please								<u> </u>
If yes, please provide the address: Please list below the assets of everyone to live in the unit. Include all bank accounts, stocks and bonds, trusts, real DO NOT include clothing, furniture, or cars. Household Member		transfer:	Total Control of Contr	-				
If yes, please provide the address: Please list below the assets of everyone to live in the unit. Include all bank accounts, stocks and bonds, trusts, real DO NOT include clothing, furniture, or cars. Household Member			e sale /					
Please list below the assets of everyone to live in the unit. Include all bank accounts, stocks and bonds, trusts, real DO NOT include clothing, furniture, or cars. Household Member		transfer:						
Household Member Asset Type Asset Value or Current Balance Institution \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	Please list	t below the asset	ts of everyone to l	live in the unit. Inc				real estate, etc
Current Balance Institution \$ \$ \$ \$ \$ \$ \$ \$ Do you have any pets?					1	Name of Finance	aiol Acco	mt Number
S S S S S S Do you have any pets?	Housenoia	Member	Asset 1 ype				Jian Accou	IIIt INtumoca
\$ \$ Do you have any pets?				TOTAL DESCRIPTION OF THE STREET OF THE STREET				
Bo you have any pets? yes no Please describe: Are you a Board Member, employee, or a member of the immediate family of an employee of a board member shis housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please	<u>.</u>			\$		3		
Do you have any pets?				\$				
Do you have any pets?				\$				
Do you have any pets?				\$				
Please describe: Are you a Board Member, employee, or a member of the immediate family of an employee of a board member shis housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please		4		\$				
Please describe: Are you a Board Member, employee, or a member of the immediate family of an employee of a board member his housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please								
Are you a Board Member, employee, or a member of the immediate family of an employee of a board member shis housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please	·	•= =	·	yes no				. ••
this housing Authority? yes no If so, this will not necessarily disqualify your application. If Yes, Please	1						•	
	Are you a Both his housing	oard Member, Authority?	employee, or a management	member of the in	nmediate fam	nily of an employe arily disqualify yo	e of a board mour application	nember of





References: List two references. These should not be relatives or household members.

(1) Name:	Address:		City:	
State:	Zip:	Telephone #: ()		
(2) Name:	Address:		City:	
State:	Zip:	Telephone #: ()		
List Addresses for eaprimary lease holder	ach Adult Household Memb (head of household) if someon	er for the Last Five Years in the other than yourself. (Use	n Reverse Order. Please list additional sheet if necessa	t ry)
(1) Name of Primary Lea	seholder:			
Address:	Apt #	Date From:	То:	
City		State		
Landlord Name		Telephone No.		
Landlord Address:	City	State		
Did this landlord bring any	y court action against the leaseholde	r or you? (check one) yes	□ no	
Did this landlord return yo	our security deposit? (check one)	yes no n/a		
(2) Name of Primary Lea	seholder			
		Date From:	To	
	Tipt"		To:	
Landlord Name				
Landlord Address:				
1		State	Zip	
Did this landlord bring any	y court action against the leaseholder	or you? (check one) yes	no	
Did this landlord return yo	ur security deposit? (check one)	yes no n/a		
(3) Name of Primary Lease	eholder:			
Address:	Apt #	Date From:	To:	
City				
Landlord Name				
Landlord Address:	City	State		
Did this landlord bring any	court action against the leaseholder		по	
Did this landlord return you	ur security deposit? (check one)	yes no n/a		

CRIMINAL & SEX OFFENDER BACKGROUND INFORMATION

Federal and State law requires RHA to obtain drug and criminal background and sex offender registration information about all household members applying for assisted housing. To enable us to do this, all household members age 16 or older must answer the following questions. RHA will deny the application of any applicant who does not provide complete and accurate information on this form.

	Please Print
	Name:First, Middle Initial, Last
	First, Middle initial, Last
1.	Have you ever been evicted from federal or state assisted housing for drug-related criminal activity?
	yes no
2.	Do you currently use illegal drugs or abuse alcohol? use no
3.	Are you currently subject to a lifetime registration requirement under a state sex offender registration program?
	☐ yes ☐ no
4.	Have you been convicted of any drug-related crime? yes no
5.	Have you ever been convicted of any felony?
6.	Have you ever been convicted of any crime involving fraud or dishonesty? ☐ yes ☐ no
7.	Have you ever been convicted of any crime involving violence? yes no
8.	Are you currently charged with any of the above criminal activities? yes no
9.	Have you ever used or been known by any other name? ☐ yes ☐ no
10.	If yes, please list names used:
questic	rstand that the above information is required to determine my eligibility for residency. I certify that my answers to the above ons are true and complete to the best of my knowledge. I understand that making false statements on this form is grounds for on or termination of my lease. I understand that RHA will conduct a CORI and a background check on me.
Appli	cant's Signature: Date:





APPLICANT'S CERTIFICATION:
I understand that this application is not an offer of housing. I understand that a Housing Authority will make no more than one offer of an appropriate housing unit. If I do not accept that offer, my application will be removed from the waiting list; and, if I reapply, my application will not receive any preferences that were granted on the prior application for a three (3) year period.
Based on this application, I understand I should not make any plans to move or end my present tenancy until I have received a written Unit Offer from a Housing Authority. I understand that it is my responsibility to inform the Revere Housing Authority in writing of any change of address, income, or household composition. I authorize the Revere Housing Authority to make inquiries to verify the information I have provided in this application. I certify that the information I have given in this application is true and correct. I understand that any false statement or misrepresentation may result in the denial of my application. I understand that any false statement or misrepresentation may result in the denial of my application., title 18, Section 1001 of the U.S. Code states that it is a felony to intentionally make false or fraudulent statements to any federal department or agency. I understand that the Revere Housing Authority will request Criminal Offender Record Information from the Criminal History Systems Board and perform credit checks and internet searches for all adult members of the household.
acknowledge receipt of the Fair Information Practices Act Statement of Rights for all adult members of the household.
SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY.

Applicant's Signature: _____ Date: _____





GENERAL AUTHORIZATION FOR RELEASE OF INFORMATION

Name:

Address:
I, the above-named individual, have authorized the Revere Housing Authority to verify the accuracy of the information which I have provided to the Housing Authority from the following sources (specify):
EMPLOYMENT (PAST & PRESENT WAGES, PENSIONS/ANNUITIES), SELF- EMPLOYMENT INCOME, U.S SOCIAL SECURITY ADMINISTRATION (SS BENEFITS, SSI BENEFITS, AND SOCIAL SECURITY NUMBER), STATE WELFARE AGENCIES (AFDC, GENERAL, RELIEF, ETC, BENEFITS) STATE EMPLOYMENT SECURITYAGENCIES (UNEMPLOYMENT BENEFITS), HEALTH AND ACCIDENT INSURANCE & WORKMAN'S COMPENSATION, U.S. DEPARTMENT OF VETERANS AFFAIRS, FEDERAL, STATE, OR LOCAL BENEFITS, BANK AND OTHER FINANCIAL INSTITUTION (ASSET INCOME, INTEREST, IRA, CD'S, STOCK & BONDS, ETC), COURT RECORDS (ALIMONY, CHILD SUPPORT), FAMILY COMPOSITION, CREDIT HISTORY, OTHER INCOME, REGULAR ALLOWANCES OF GIFTS FROM ANOTHER PERSON, LOITERY WINNINGS, COMMISSIONS, TIPS BONUSES, FOSTER CARE, HANDICAPPED ASSISTANCE EXPENSES, MEDICAL CARE, MEDICAL INSURANCE PREMIUMS, AND EXPENSES, SCHOOL AND COLLEGES (TUITION AND FEES), CHILD CARE EXPENSES (DAY CARE).
I hereby give you my permission to release this information to the Housing Authority. I would appreciate your prompt attention in supplying the information requested on the attached page to the Housing Authority within five (5) days of receipt of this request.
I understand that a photocopy of this authorization is as valid as the original.
Thank you for your cooperation in this matter.
Date signed:
(signature)

THIS AUTHORIZATION IS VALID FOR A PERIOD OF ONE YEAR FROM THE DATE NOTED ABOVE.





FAIR INFORMATION PRACTICES ACT

STATEMENT OF RIGHTS

Local Housing Authorities collect information about applicants and tenants for their housing programs as required by law in order to determine eligibility, amount of rent, and correct apartment size. The information collected is used to manage the housing programs, to protect the public's financial interest, and to verify the accuracy of information submitted. Where permitted by law, it may be released to government agencies, other housing authorities, and to civil or criminal investigators and prosecutors. Otherwise, the information will be kept confidential and only used by housing authority staff in the course of their duties.

The Fair Information Practices Act established requirements governing housing authorities' use and disclosure of the information it collects. Applicants and tenants may give or withhold their permission when requested by the housing authority to provide information. However, failure to permit the housing authority to obtain the required information may result in delay, ineligibility for programs, or termination of tenancy or housing subsidy. The provision of false or incomplete information is a criminal offense punishable by fines and/or imprisonment.

As an applicant or tenant, you have the following rights in regard to the information collected about you.

- 1. No information may be used for any purpose other than those described above without your consent.
- 2. No information may be disclosed to any person other than those described above without your consent. If we receive a legal order to release the information, we will notify you.
- 3. You and your authorized representative have a right to inspect and copy any information collected about you.
- 4. You may ask questions and receive answers from the housing authority about how we collect and use your information.
- 5. You may object to the collection, maintenance, dissemination, use, accuracy, completeness, or type of information we hold about you. If you object, we will investigate your objection and will either correct the problem or make your objection part of the file. If you are dissatisfied, you may appeal to the Executive Director who will notify you in writing of the decision and of your right to appeal to the Department of Housing and Urban Development.

I have read and u	nderstand this Fair Information Practices Statement of Rights and have received a copy for
	This form must be signed, dated and mailed with your application.

Signature:		Date:
	Head of Household	





Supplemental and Optional Contact Information for HUD-Assisted Housing Applicants SUPPLEMENT TO APPLICATION FOR FEDERALLY ASSISTED HOUSING

This form is to be provided to each applicant for federally assisted housing

Instructions: Optional Contact Person or Organization: You have the right by law to include as part of your application for housing, the name, address, telephone number, and other relevant information of a family member, friend, or social, health, advocacy, or other organization. This contact information is for the purpose of identifying a person or organization that may be able to help in resolving any issues that may arise during your tenancy or to assist in providing any special care or services you may require. You may update, remove, or change the information you provide on this form at any time. You are not required to provide this contact information, but if you choose to do so, please include the relevant information on this form.

Applicant Name:		
Mailing Address:		
Telephone No:	Cell Phone No:	
Name of Additional Contact Person or Organization	:	
Address:		
Telephone No:	Cell Phone No:	
E-Mail Address (if applicable):		
Relationship to Applicant:		
Reason for Contact: (Check all that apply)		
Emergency Unable to contact you Termination of rental assistance Eviction from unit Late payment of rent	-	Assist with Recertification Process Change in lease terms Change in house rules Other:
Commitment of Housing Authority or Owner: If you are approved for housing, this information will be kept as part of your tenant file. If issues arise during your tenancy or if you require any services or special care, we may contact the person or organization you listed to assist in resolving the issues or in providing any services or special care to you.		
Confidentiality Statement: The information provided on thi applicant or applicable law.	s form is confidential and will n	not be disclosed to anyone except as permitted by the
Legal Notification: Section 644 of the Housing and Communeach applicant for federally assisted housing to be offered the accepting the applicant's application, the housing provider ag section 5.105, including the prohibitions on discrimination in color, religion, national origin, sex, disability, and familial states Discrimination Act of 1975.	option of providing information rees to comply with the non-dis admission to or participation in	n regarding an additional contact person or organization. By scrimination and equal opportunity requirements of 24 CFR affectably assisted housing programs on the basis of race,
Check this box if you choose not to provide th	e contact	
information.		
Signature of Applicant		Date

The information collection requirements contained in this form were submitted to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). The public reporting burden is estimated at 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Section 644 of the Housing and Community Development Act of 1992 (42 U.S.C. 13604) imposed on HUD the obligation to require housing providers participating in HUD's assisted housing programs to provide any individual or family applying for occupancy in HUD-assisted housing with the option to include in the application for occupancy the name, address, telephone number, and other relevant information of a family member, friend, or person associated with a social, health, advocacy, or similar organization. The objective of providing such information is to facilitate contact by the housing provider with the person or organization identified by the tenant to assist in providing any delivery of services or special care to the tenant and assist with resolving any tenancy issues arising during the tenancy of such tenant. This supplemental application information is to be maintained by the housing provider and maintained as confidential information. Providing the information is basic to the operations of the HUD Assisted-Housing Program and is voluntary. It supports statutory requirements and program and management controls that prevent fraud, waste and mismanagement. In accordance with the Paperwork Reduction Act, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number.

Privacy Statement: Public Law 102-550, authorizes the Department of Housing and Urban Development (HUD) to collect all the information (except the Social Security Number (SSN)) which will be used by HUD to protect disbursement data from fraudulent actions.



CERTIFICATION OF CITIZENSHIP OR ELIGIBLE IMMIGRANT STATUS

This form must be completed for **each** household member. Parents or legal guardians will sign for children under the age of eighteen.

Misrepresentation of information is grounds for termination of assistance. Information provided on this form is subject to verification with the Immigration and Naturalization Service (INS).

Please print in a legible manner.

Naı	ne:		
	Last	First	Middle
Dat	e of Birth:		
			Month/Day/Year
	I declare that I am a United States Cit	tizen	
	I choose not to declare my citizenship	o or eligible immigra	nt status.
	I declare that I have eligible immigrar (Checking this box requires proof of a	nt status as defined b age)	by the INS and am at least 62 years of age.
	I declare that I have eligible immigrar and can present the document in an or	nt status as defined b riginal form (not a co	y one of the INS documents in the attached chart opy) as evidence of my status.
I ce	tify that the above representations are	e true as of the date o	f this certification
	Name		Date
Ciar	and under point and nevertible of	/10 FIGG 1001	
Bigi	ed under pains and penalties of per	Jury (18 USC 1001	and 1010)
If si	gned on behalf of a minor, please inition	al the following state	ement.
I am liste	at least 18 years of age, a member of d above. Initials:	the assisted househo	old, and I am the legal guardian for the child





Verification of Handicapped Status for State-Aided Elderly/ Handicapped Housing

Date		,
Applicant's Name		
Applicant Control Number		
Applicant's Address		
		_
I hereby authorize release of the following information: The Revere Housing Authority may request verification that an app determine the applicant's eligibility for elderly/handicapped housing requested information. We would appreciate your prompt response questions, please contact our office. Thank you for your anticipated	licant has a qualifying physical or ments. The applicant has authorized above you to the questions on the reverse side of the	al impairment in order to our release of the
Sincerely,		
Executive Director or Tenant Selection Coordinator		
(continued on next page)		





THE FOLLOWING TO BE COMPLETED BY PHYSICIAN (OR OTHER PROFESSIONAL)

Note: an applicant's eligibility for Elderly/ Handicapped Housing is contingent on the Authority being able to identify and understand whether the applicant has a qualifying impairment and how it affects his or her housing needs. Please be sure to complete this form legibly and in a manner that allows the Authority to meaningfully evaluate the applicant's eligibility.

1	Does the applicant have one or more physical or mental impairments, other than a history of alcohol or substance abuse, which substantially impede(s) his or her ability to live independently? Circle the appropriate answer: Yes or No
-	Comments:
	If Yes to question 1 above, would suitable housing conditions improve the applicant's ability to live independently and, if so, what sort? Be specific:
	f Yes to question 1 above, is the anticipated duration of the applicant's impairment(s) more than six (6) months? ircle the appropriate answer: Yes or No
	f the anticipated duration is indefinite so specify, and estimate the approximate duration to the best of your ability:
(Other comment:
CE	ERTIFICATION
I ce bes	ertify that the information provided above represents my professional judgment and is true and accurate to the st of my knowledge and belief.
Sig	pnature Date
 Pri	nt Name

Note: an applicant that has a history of alcohol or substance abuse may still be eligible for Elderly/Handicapped Housing if the applicant has one or more qualifying physical or mental impairments in addition to the history of alcohol or substance abuse and is otherwise eligible and qualified for such housing.





NOTICE TO ALL APPLICANTS:

REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH MENTAL AND/OR PHYSICAL DISABILITIES

The Revere Housing Authority (RHA) does not discriminate against applicants on the basis of mental or physical disabilities. In addition, the RHA has an obligation to provide "reasonable accommodation" on account of a disability if an applicant or a household member is limited by the disability and for this reason needs such an accommodation. A reasonable accommodation is a change that the RHA can make to its facilities or practices that will assist an otherwise eligible person with a disability to overcome the limitations imposed by his or her disability and to be able to participate in the RHA's housing or programs. Such a change must be financially and programmatically feasible for the housing authority.

An applicant household which has a member with a mental and/or physical disability must still be able to meet essential obligations of tenancy (for example, the household must be able to pay rent, to care for the apartment, to report required information to the RHA, and to avoid disturbing neighbors), but an accommodation may be the basis by which the household is able to meet those obligations of tenancy.

The RHA has assigned Robin Perry as its Accommodation Coordinator. If you need an accommodation because of a disability, please complete the attached form and return it to the RHA addressed to his/her attention. You must also submit medical documentation verifying the existence of a disability, and the need for an accommodation to overcome these limitations and to participate in the RHA's housing or programs. Within thirty (30) days of receipt of your request and documentation, the Accommodation Coordinator will contact you to discuss what the RHA can reasonably do to accommodate you on account of your disability.

If you or a member of your household has a mental and/or physical disability, and as a result you need an accommodation, you may request it at any time. However, you are not obliged to make such a request, and if you prefer not to do so that is your right.





Request for Reasonable Accommodations/Modifications

To: Accommodation Coordinator
Housing Authority
Address
From:Applicant or Resident Name (please print)
Applicant or Resident Name (please print)
Address
Town/City, State, Zip
()Area Code/Telephone Number
1. On account of my disability, I request the following be done in order to permit me to have equal opportunity to use and enjoy the housing or public or common use areas or to participate fully in the Housing Authority's programs, activities, or services: (Describe)
2. This request for a reasonable accommodation/modification is necessary so that I can:
3. Documentation needed to verify the existence of my disability and my disability-related need for the accommodation/modification is attached. (Attach appropriate documentation)
I attest that the foregoing information is true and correct.
Signature of Applicant or Resident (or authorized representative) Date