

INSTRUCTIONS

Reasonable Accommodation Request

If you or someone in your household has a disability (physical or mental impairment that substantially affects their daily life activities), and you need your housing provider to make an exception or change to their rules, policies, or practices, due to that disability, you may request a “reasonable accommodation” under the Federal Fair Housing Act.

1. Complete the enclosed Reasonable Accommodation Letter to your housing provider, filling in all the blank spaces. (PLEASE PRINT CLEARLY)
2. **Save Your Evidence:** Before giving the letter to the housing provider, you must take a photocopy of the letter, in order to preserve it as evidence. Keep the photocopy in a safe place. (For example, take a picture of the letter).
3. Give the written Reasonable Accommodation Letter to your housing provider, and/or their attorney.

Fair Housing Complaint

If your housing provider refuses to acknowledge or allow your reasonable accommodation, you have the right to file an administrative complaint of housing discrimination within one year of the date of harm.

The Fair Housing Center (FHC) can assist in filing your complaint; simply follow the steps below:

1. Complete the “*Housing Complaint Questionnaire*”
2. Fill-in all the blanks on the *Authorization and Waiver* forms, sign and date.
3. If you’d like the Fair Housing Center of Nebraska and Iowa to assist you throughout the complaint process, fill-in all the blanks on the *Designation of Personal Representative* form,
4. Submit the completed paperwork to the FHC, by mail, email or fax, along with a copy of your letter of request for Reasonable Accommodation.

Send Completed Paperwork To:

The Fair Housing Center of Nebraska & Iowa
2401 Lake Street
Omaha, NE 68111

Email: joe@fhasinc.org or germaineg@fhasinc.org

Fax No.: (402) 934-7928

For questions please contact the Fair Housing Center of Nebraska and Iowa at (402) 934-6675.