**Reasonable Accommodation Instructions**

* The Reasonable Accommodation (RA) Request form asks a housing provider or housing program to grant you a change to a policy, practice, or procedure in order for you to fully use your housing and overcome a housing barrier related to your disability.
* The Proof of Need letter should be completed by a qualified professional familiar with your disabling condition, such as a health care provider. If possible, the Proof of Need letter should be printed on your qualified professional’s letterhead. If your qualified professional has any questions, you may want to provide them a copy of this document, “About Reasonable Accommodations and/or Modifications” [clickable link/download]. A Proof of Need letter is not necessary in situations where your disability and the connection between your disability and your request are obvious (for example, you are blind and need a seeing eye dog but your housing provider has a no pet policy).
* Once you have signed your RA request and have obtained your Proof of Need letter, it is very important that you make copies of these documents for your records, and then give the originals to your housing provider.
* If you have not received a response to your RA request within seven (7) business days, or if your request is denied, you can contact Idaho Legal Aid’s Housing Hotline at 208-746-7541 or at <https://www.idaholegalaid.org/node/2413/apply-legal-assistance>.
* Refusing to respond to a RA request, denying an RA request without first engaging in the interactive process (a meeting to find alternative solutions/accommodations), or retaliating against someone who has made a RA request would all constitute violations of the Fair Housing Act. If you feel your Fair Housing Act rights have been violated, you can file a complaint with HUD at <https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint>, or you can contact Idaho Legal Aid’s Housing Hotline at 208-746-7541 or <https://www.idaholegalaid.org/node/2413/apply-legal-assistance> if you have questions about the Fair Housing Act.

**Reasonable Modification Instructions**

* The Reasonable Modification (RM) Request form asks a housing provider or housing program to allow you to make a structural change in order for you to fully use your housing and overcome a housing barrier related to your disability.
* The Proof of Need letter should be completed by a qualified professional familiar with your disabling condition, such as a health care provider. If possible, the Proof of Need letter should be printed on your qualified professional’s letterhead. If your qualified professional has any questions, you may want to provide them a copy of this document, “About Reasonable Accommodations and/or Modifications” [clickable link/download]. A Proof of Need letter is not necessary in situations where your disability and the connection between your disability and your request are obvious (for example, you are in a wheelchair and need a ramp).
* Once you have signed your RM request and have obtained your Proof of Need letter, it is very important that you make copies of these documents for your records, and then give the originals to your housing provider.
* If you have not received a response to your RM request within seven (7) business days, or if your request is denied, you can contact Idaho Legal Aid’s Housing Hotline at 208-746-7541 or at <https://www.idaholegalaid.org/node/2413/apply-legal-assistance>.
* Generally, housing providers are not required to pay for costs associated with RM requests and those costs are the responsibility of the requester/tenant. However, if your housing provider is federally funded, they may be responsible for the costs of making the modification, unless it would cause an undue financial burden.
* Refusing to respond to a RM request, denying an RM request without first engaging in the interactive process (a meeting to find alternative solutions/accommodations), or retaliating against someone who has made a RM request would all constitute violations of the Fair Housing Act. If you feel your Fair Housing Act rights have been violated, you can file a complaint with HUD at <https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint>, or you can contact Idaho Legal Aid’s Housing Hotline at 208-746-7541 or <https://www.idaholegalaid.org/node/2413/apply-legal-assistance> if you have questions about the Fair Housing Act.

**The use of these forms does not create an attorney/client relationship and is not a substitute for legal advice. These forms are not for commercial use and charging for use in any way is prohibited.**