



JACKSON COUNTY HOUSING AUTHORITY  
P.O. Box 1209 • 300 North Seventh Street • Murphysboro IL 62966 • 618-684-3183 • Fax 618-684-3222

## REASONABLE ACCOMMODATION REQUEST

HEAD OF HOUSEHOLD: \_\_\_\_\_ PHONE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_  
(PERSON REQUESTING REASONABLE ACCOMMODATION IF OTHER THAN HEAD OF HOUSEHOLD. PRINT NAME)

ADDRESS: \_\_\_\_\_ TENANT NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(HEAD OF HOUSEHOLD, OTHER REQUESTOR OR AUTHORIZED REPRESENTATIVE OF REQUESTOR)

A disability is defined, in part, as a physical or mental impairment that substantially limits one or more major life activities; a record of having such an impairment; or being regarded as having such an impairment.

A public housing resident may request a change in his or her current unit or a transfer to a unit that has already been changed (in the resident's development or another development). An applicant, resident or program participant may request assistance with, or change in, a Jackson County Housing Authority (JCHA) practice, rule, policy, procedure, program or service.

JCHA will work with the applicant, resident or program participant to determine to provide the reasonable accommodation request. JCHA may require documentation to support the reasonable accommodation request(s).

1. The following is the name of the household member with a disability who needs a reasonable accommodation:

Name: \_\_\_\_\_

2. Because of the above household member's disability, the following change(s) or assistance (reasonable accommodation) is necessary so that the individual can participate in a JCHA program as easily or successfully as other program participants. Check the kind of change(s) you need.

A change or special feature in a JCHA dwelling, building or property.  
Note: If you are a Section 8 program participant, you must make these kinds of requests to your landlord.

Assistance with, or change in, a JCHA practice, rule, policy, procedure, program or service.

3. Describe the problem that the household member named in item 1 is having, or might have, with a JCHA dwelling, building, property, practice, rule, policy, procedure, program or service: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Describe the type of change or assistance (reasonable accommodation) required: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Describe how this change or assistance will help with the problem: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. Indicate the verification source the JCHA may contact to verify that the household member named in item 1 has a disability and needs a reasonable accommodation.

\_\_\_\_\_  
 Name of Health Care Provider/Documenting Authority

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Telephone Number

\_\_\_\_\_  
 City/State/Zip Code/Fax Number

Note: Individuals may obtain a copy of the JCHA Reasonable Accommodation Policy and Procedures, upon request, from the JCHA office, Housing Property Managers, Section 8 office, and the Section 504 Coordinator. You may also get additional copies of this request form from the Section 504 Coordinator:

Ms. Patricia Wright  
 Section 504 Coordinator  
 300 North 7<sup>th</sup> Street  
 Murphysboro, IL 62966  
 Phone: (618) 684-3183  
 Fax: (618) 684-3222