

# CHELSEA HOUSING AUTHORITY

54 Locke Street, Chelsea, MA 02150

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## NOTICE OF RIGHT TO REASONABLE ACCOMMODATION

### **If you have a disability and as a result of your disability you need...**

- a change in the CHA's rules or policies that would make it easier for you to live here and use the facilities or take part in programs on site,
- a change, modification or repair in your apartment or a special type of apartment that would make it easier for you to live here and use the facilities or take part in programs on site,
- a change or repair to some other part of the housing site that would make it easier for you to live here and use the facilities or take part in programs on site, or
- a change in the way we communicate with you or give you information that would make it easier for you to live here and use the facilities or take part in programs on site,

you can ask for this kind of change, which is called a REASONABLE ACCOMMODATION.

If you can show that you have a disability and if your request is reasonable, if it is not too expensive, and if it is not too difficult to arrange, you have the right to receive the change you request, and we will make it for you.

You can request a reasonable accommodation by contacting the CHA's Reasonable Accommodation Coordinator at 54 Locke Street, Chelsea, MA 02150 at 617-409-5312. The Reasonable Accommodation Coordinator will ask you to complete the Reasonable Accommodation Request Form, and, if your disability is not obvious, the Consent to Release Information Request. If you need help filling out these forms, we will help you.

We will give you a written response within fourteen (14) days, or sooner if possible, of when we are in receipt of both your completed Reasonable Accommodation Request Form and Verification Statement. We will let you know if we need more information or verification from you or if we would like to talk to you about other ways to meet your needs.

If we turn down your request, we will notify you of the denial in writing and explain in that notice the reasons for the denial. You can give us more information if you think that will help.

It is against CHA policy and federal and state law for any CHA employee or agent to retaliate in any way against any person who has requested an accommodation or who has complained of or opposed alleged discrimination by the CHA based on disability or any other protected status.

**NOTE:** All information you provide will be kept confidential and be used only to make it easier for you to live here and use the facilities or take part in programs on site.



EQUAL HOUSING  
OPPORTUNITY

The Chelsea Housing Authority does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, sexual orientation, age, familial status, veteran status, public assistance, genetic information, gender identity, disability, or any other class protected by state or local law, in the access to its programs for employment, or in its activities, functions or services.