

*Sample of Letter to Request Reasonable Modification*

[DATE]

[NAME OF BUILDING MANAGER]

[ADDRESS]

Re: Reasonable Modification for my disability

Dear [BUILDING MANAGER NAME]:

I live at [ADDRESS] in [UNIT NUMBER] and have lived there since [DATE]. I am a qualified individual with a disability, as defined by the Fair Housing Amendments Act of 1988. Because of my disability, I am writing to request permission to make a reasonable modification under the federal Fair Housing Act.

POSSIBLE REQUEST 1: I am requesting permission to install a ramp at the entrance to my apartment.

POSSIBLE REQUEST 2: I am requesting permission to install grab bars in the bathroom.

POSSIBLE REQUEST 3: I am requesting permission to install visual smoke detectors in my apartment.

I would like to meet with you to discuss these and any other modifications that will enable me to have an equal opportunity to live in and enjoy this residence.

Please let me know what, if any, additional information you need from my health care provider in order to better understand my disability and the limitations it imposes.

Under the Fair Housing Amendments Act, it is unlawful discrimination to deny a person with a disability a reasonable modification of the dwelling if such modification may be necessary to afford such person full enjoyment of the premises.

Please keep this request for modification confidential, as required by federal law. Please contact me within the next ten days to discuss this important issue. I look forward to your response and appreciate your attention to this matter.

Sincerely,  
*Signature*

Resident Name