

**CLINTON COUNTY HOUSING AUTHORITY
POLICIES**

ACCOMMODATION POLICY

Any tenant requesting an accommodation must follow the following procedure:

- Submit to the Property Manager a detailed explanation of the accommodation requested along with the name, address, and phone number of a licensed professional that can verify the need for the accommodation. Written requests are preferred; however, other communication methods will be accepted.
- CCHA will complete the Accommodation Verification Form and send it to the licensed professional.
- Depending upon the response from the licensed professional, the request will be approved or denied. Tenant will be notified of the decision via an appropriate method.
- Approved accommodation requests will be forwarded to Maintenance for implementation when necessary.
- All accommodation requests and decisions will be recorded in the Accommodations Log.
- All supporting documentation will be archived in the tenant's file.