



Housing Authority

of the City of Clay Center
www.claycenterhousing.com



Equal Housing Opportunity
KS Relay Center TDD 800-766-3777

330 West Court St., Clay Center, KS 67432
(785) 632-2100 * Fax (785) 632-6363

REASONABLE ACCOMMODATION POLICY

This Policy was approved by the Board of Commissioners of Clay Center Housing Authority by Resolution 10-2020, adopted on the September 14, 2020, and is to be effective September 15, 2020. Clay Center Housing Authority is an equal housing opportunity provider and does not discriminate. It is our policy to provide reasonable accommodations which includes structural modifications to our applicants/residents who are disabled and because of that disability need a change or exception to our usual rules or policies or a structural modification to be able to fully use and enjoy this community. If the need for the accommodation or modification is not obvious, it will be necessary to obtain documentation of the need for the requested accommodation/modification. The applicant/resident will need to provide the following information and forms:

- Fill out and return to the leasing office the Reasonable Accommodations Request Form.
- If requested, sign the Verification Form and return it to the leasing office with the Request Form.
- Upon receipt of the Verification Form management will mail the form to the verifier.
- When it is returned management will notify the applicant/resident in writing of the determination concerning the request.
- If the request is for an assist or service animal, the applicant/resident will need to sign the lease addendum form that describes the animal owner's responsibilities concerning the animal.
- Please contact the manager if assistance is needed with this process.

