

SPECIAL UNIT REQUIREMENT (S) QUESTIONNAIRE

(Revised 6/01)

This questionnaire is to be administered to every applicant for public housing at the Housing Authority of the City of Annapolis. It is used to determine whether an applicant family needs special features in their housing unit. The need for special adaptations must be verified in order to assure that the limited number of units with special features go to families that actually need the features. We ask that every applicant sign the bottom of the form to indicate receipt of the form, whether or not any special features are requested. No one is required to disclose a disability.

Applicant Name: _____

Applicant Address: _____

File#: _____

Interview Conducted By: _____ Date: _____

1. Will you, or a member of your family require any of the following:

- | | |
|-----------------------------------|---|
| _____ A separate bedroom | _____ Unit for Vision-Impaired |
| _____ Barrier-free apartment | _____ Unit for Hearing Impaired |
| _____ One -level Unit | _____ Bedroom & Bath on 1 st Floor |
| _____ Other modifications to Unit | _____ Extra Bedroom |

2. Do you or any family member need any features not mentioned? _____ Yes _____ No
If yes, please indicate how the housing Authority should accommodate your family.

3. Will you or any of your family members require a live in aide to assist you? _____ Yes _____ No
If yes, please explain: _____

4. If you checked any of the above listed categories of units, please explain exactly what you need to accommodate your situation _____

5. What is the name of the family member needing the features identified above?

6. Whom should we contact to certify your need for a special apartment?

Name: _____

Address: _____

Phone Number: _____

Applicant Name

Date

HACA USE ONLY: _____

Special Accommodation Verified: _____

Other Action Taken: _____

Questionnaire Returned to Housing File: _____

Notice to all Applicants

Reasonable Accommodations for Applicants with Disabilities

The Housing Authority of the City of Annapolis is a public agency that provides low rent housing to eligible families, elderly families and single people. PHA is not permitted to discriminate against applicants on the basis of their race, religion, sex national origin, or disability. In addition, PHA has a legal obligation to provided 'reasonable accommodation' to applicants if they or any family members have a disability.

A reasonable accommodation is some modification or change PHA can make it to its apartments or procedures that will assist an otherwise eligible applicant with a disability to take advantage of PHA's programs. Examples or reasonable accommodations would include:

- Making alterations to a PHA unit so it could be used by a family member with a wheelchair.
- Installing strobe type flashing light smoke detectors in an apartment for a family with a hearing impaired member.
- Permitting a family to have a support animal if necessary to assist a family member with a disability in a PHA family development where animals are not usually permitted.
- Making large type documents or a reader available to a vision impaired applicant during the application process.
- Making a sign language interpreter available to a hearing impaired applicant during the interview.
- Permitting an outside agency to assist an applicant with a disability to meet the PHA's applicant screening criteria.

An applicant family that has a member with a disability must still be able to meet essential obligation to tenancy-they must be able to pay rent, to care for their apartment, to report required information to the Housing Authority, to avoid disturbing their neighbors, etc., but there is no requirement that they be able to do these things without assistance.

If you or members of your family have a disability you may request a reasonable accommodation at the application process or after admission. This is up to you. If you would prefer not to discuss your situation with the Housing authority, that is your right.