**RA & RM in Housing: Procedural Understanding and Practical Tips Training Handout**

1. **RA or Something Else?**

There are 5 example situations on the screen and we will work through if each example would be an RA/RM request or a different type of request. Here are the potential types of requests/issues and a reminder of a good guiding question to ask yourself in deciding if an issue would be an RA/RM request.

* What could it be? **Each choice will only be used once.**
  + RA/RM request
  + Physical access code violation
  + Lease/condo doc/home-owner’s association violation (tenant’s rights)
  + Otherwise illegal/Issue for law enforcement
  + Health & Sanitation (tenant’s rights)
* Ask yourself, “would this be an issue even if the individual didn’t have a disability?”
  + If yes, then it is probably not addressed via an RA/RM request.

1. **Help Jane Improve Her RA/RM Request**

Does Jane include each of these elements?

* Identify as person with a disability
  + Does NOT mean you have to disclose specific medical diagnoses
* (Explanation of the Why:)
  + Disability-Related Need/Functional Limitations/Symptoms
  + Current Obstacles/Challenges
  + Link Between Obstacle and Disability-Related Need
* (Explanation of What:)
  + What Accommodation are you asking for? Any specifics you need to provide to make clear what accommodation you are requesting? For example, if asking for assigned parking, do you need a space as close as possible, do you need a space with a curb cut, do you need a wider space so you can fully open your door, etc.
* Requesting RA under Fair Housing laws
  + Can add “will help me equally use & enjoy my housing”
* Timeframe for response
  + Specific date

1. **Practice Drafting a Reasonable Accommodation Request**

Here are some notes from previous steps to assist you in drafting your RA request for Tia.

**Define the Problem:**

**Obstacle:** The specific challenge of the way the housing is currently set up.

**Need:** Disability-related need for an accommodation. Functional limitations/symptoms.

**Link**: The connection between the obstacle and the disability-related need.

**Suggested Language in Drafting Your Request:**

* Identify as person with a disability
  + Does NOT mean you have to disclose specific medical diagnoses
* (Explanation of the Why:)
  + Disability-Related Need/Functional Limitations/Symptoms
  + Current Obstacles/Challenges
  + Link Between Obstacle and Disability-Related Need
* (Explanation of What:)
  + What Accommodation are you asking for? Any specifics you need to provide to make clear what accommodation you are requesting? For example, if asking for assigned parking, do you need a space as close as possible, do you need a space with a curb cut, do you need a wider space so you can fully open your door, etc.
* Requesting RA under Fair Housing laws
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**Tia’s Situation:**

Tia is a 57-year-old living in Cape Cod. She has COPD, asthma, and depression. COPD is a lung condition that causes shortness of breath and fluid build-up in her legs and ankles, both of which making walking more challenging and uncomfortable. Tia’s condo association has first come, first served parking. Tia works 9-5pm and, when she comes home, generally ends up with a parking space all the way on the left side of the parking lot, when her unit is all the way on the right end. She wants an assigned parking space.