

**UNITED STATES OF AMERICA
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF HEARINGS AND APPEALS**

Secretary, United States Department of)
Housing and Urban Development, on behalf)
of Complainant Alphaeus Bates,)
)
Charging Party,)
)
v.)
)
Vincent Properties, LLC. James Quarles,)
and LaDonna Freeman,)
)
Respondents.)
_____)

HUDOHA: 21-AF-0252-FH-030
FHEO No. 06-16-4945-8

INITIAL DECISION AND CONSENT ORDER

I. Background

1. This matter arose from a complaint of disability discrimination filed by Complainant Alphaeus Bates. On September 1, 2021, the United States Department of Housing and Urban Development (“HUD” or “Charging Party”) filed a Charge of Discrimination (“Charge”) against Respondents Vincent Properties, LLC, James Quarles, and LaDonna Freeman (“Respondents”), pursuant to the Fair Housing Act, as amended, 42 U.S.C. §§ 3601-19 (“Act”). The Charge alleges Respondents refused to grant a reasonable accommodation for waiver of a pet deposit for an assistance animal in violation of 42 U.S.C. §§ 3604(c), (f)(1), and (f)(2) of the Act.
2. Respondents deny any violations of the Act and deny all the allegations in the Charge. Respondents’ agreement to settle this matter and the execution of this Initial Decision and Consent Order does not constitute an admission of fault or liability on his part.

II. General Provisions

3. The parties acknowledge that this Consent Order is a voluntary and full resolution of the disputed Charge and that no party has been coerced or forced to become a party hereto.
4. The Charging Party, Complainant Alphaeus Bates, and Respondents (“the parties”) have agreed to voluntarily resolve this matter without a hearing before a HUD Administrative Law Judge (“ALJ”). Accordingly, the parties have agreed to the entry of this Initial Decision and Consent Order (“Consent Order”) as attested by their signatures below.
5. The parties agree that in the interest of promptly concluding this matter, the execution of this Consent Order may be accomplished by the parties’ signatures on separate pages, with the signature pages and Consent Order to constitute one document to be filed with the Office of Administrative Law Judges. Signature pages may be provided by facsimile or electronic transmission.
6. The parties agree that the Charging Party shall file with the Office of Administrative Law Judges a Joint Motion for Entry of an Initial Decision and Consent Order approving the terms of this Consent Order, along with a fully executed copy hereof.
7. This Consent Order is binding upon Respondents, their employees, successors, agents, assigns, and all others in active concert with them in the ownership or management of all residential dwellings owned in whole or in part by Respondents.
8. This Consent Order will become final and effective thirty (30) calendar days from the date it is issued by the HUD ALJ or earlier, if affirmed by the Secretary within that time (“effective date”), in accordance with 24 C.F.R. § 180.680(b).
9. This Consent Order, and its reporting requirements, shall remain in effect for a period of three (3) years from its effective date.

10. This Consent Order does not in any way limit or restrict HUD's authority to investigate any other unrelated complaints involving Respondents made pursuant to the Act, or any other complaints within HUD's jurisdiction.
11. Each party is responsible for that party's own attorney's fees and costs, if any.
12. Pursuant to 24 C.F.R. § 180.680, this Consent Order is a public document.

III. Individual Relief to Complainant

13. Respondents shall pay TEN THOUSAND DOLLARS (\$10,000) to Complainant within thirty (30) days from the date this Consent Order has been approved by Administrative Law Judge, Hon. **ALEXANDER FERNÁNDEZ-PONS**.
14. Payment of the compensation referred to in ¶13 shall be made in the form of a cashiers or certified check payable to Alphaeus Bates and delivered with tracking, to:

Shannelle Washington
10461 Manderson Plaza
Omaha, NE 68134

Within five (5) days of payment, Respondents shall send a copy of the cashiers or certified check to Christina Lewis, Regional Director, c/o Patrick Banis at Patrick.L.Banis@hud.gov.

IV. Actions in the Public Interest

15. Injunction from Discrimination:
 - a. Respondents, their employees, successors, agents, assigns, and all others in active concert with them in the ownership or management of all residential dwellings owned in whole or in part by Respondents, agree not to make statements, print, or publish, or cause to be made, printed, or published any notice, statement, or

advertisement which would indicate preferences, limitations, or discrimination against any individual(s) in the rental of property based on any of the protected classes under the Act, including, but not limited to disability.

- b. Respondents, their employees, successors, agents, assigns, and all others in active concert with them in the ownership or management of all residential dwellings owned in whole or in part by Respondents, agree to make reasonable accommodations in the rental of property for individuals with disabilities, as required by law.
- c. Respondents, their employees, successors, agents, assigns, and all others in active concert with them in the ownership or management of all residential dwellings owned in whole or in part by Respondents, agree to waive pet fees and/or pet deposits for assistance animals of individuals with disabilities, as required by law.

16. Education and Training:

- a. Within ninety (90) days of the effective date of this Initial Decision and Consent Order, Respondent Freeman and all other employees of any residential properties owned in whole or in part by Respondents shall undergo four (4) hours of fair housing training, with at least two (2) hours with an emphasis on reasonable accommodation (fair housing training received between April 2022 and the effective date of this Order shall count towards the total number of required fair housing training). Respondents must seek written approval of the trainer from HUD's Office of Fair Housing and Equal Opportunity ("FHOO"). All costs of the training shall be borne by Respondents. Up to one (1) hour and thirty (30) minutes of the required training, at no cost, may be completed by viewing "The Basics of

the Fair Housing Act” webinar, available on YouTube’s HUD channel at <https://youtu.be/egXPe7HT7tc>. Respondents shall submit proof of attendance upon completion of all training to:

Christina Lewis
Regional Director
Office of Fair Housing and Equal Opportunity, 6AE
U.S. Department of Housing and Urban Development
C/O Patrick Banis
307 W. 7th St., Ste. 1000
Fort Worth, TX 76102
Or by email: patrick.l.banis@hud.gov

- b. Respondent Quarles may be exempt from training required by Paragraph 16(a) as long he is not involved in any capacity regarding the processing and/or decision-making regarding reasonable accommodation or modification requests, including any involvement with the related interactive process, approval, or denial of such requests.
- c. If Respondent Quarles resumes any role in any part of the processing or decision-making regarding reasonable accommodation or modification, Respondent Quarles shall be required to attend training in accordance with Paragraph 16(a) within thirty (30) days of resuming such role.
- d. While this Consent Order is effective, all new employees, agents, or contractors must be also trained under this Provision within two (2) months of assuming their duties with Respondents.
- e. Respondents shall provide a certificate of completion to HUD for every Respondent, employee, contractor, or agent identified above who has received training, in the same or similar form as that attached hereto as “Appendix A,” evidencing that they have successfully completed the course. Within thirty (30)

days of completion of such training course, the certificate of completion shall be completed and mailed to HUD by regular mail or email as indicated in Section VI, below.

17. Adoption and Implementation of Reasonable Accommodation Policy

- a. Within forty-five (45) days of the effective date of this Consent Order, Respondents shall adopt a formal written policy for handling and evaluating requests for reasonable accommodation made by persons with disabilities at any residential properties owned in whole or in part by Respondents. This policy shall include a specific assistance animal policy.¹ This policy shall comply with the requirements of 42 U.S.C. §§ 3601-3619 and all other applicable federal and state laws and shall include the following provisions:
 - i. A description of where and how requests for accommodations in rules, policies, practices, or services are to be accepted and processed;
 - ii. Each request for a reasonable accommodation and the response thereto shall be fully documented by Respondents, including retaining copies of any written requests or decisions through the duration of this Consent Order;
 - iii. All requests for a reasonable accommodation shall be acknowledged, in writing, within 7 business days of Respondents' receipt of an oral or a written request;
 - iv. Persons requesting a reasonable accommodation shall be notified in writing of the decision regarding their request within 14 business days of

¹ The policy should be substantially similar to the one attached at Appendix B to this Order.

the receipt of that request, including an explanation if the request is denied;

- v. Respondents shall not impose any additional fees or costs on any person who has exercised his/her rights under the Fair Housing Act to make one or more reasonable accommodation requests and, if applicable, to receive a reasonable accommodation;
 - vi. Respondents shall not retaliate against any person who has exercised his/her rights under the Fair Housing Act.
- b. Within thirty (30) days of the effective date of this Consent Order, Respondents shall provide a copy of the Reasonable Accommodation Policy for Persons with Disabilities as well as any forms Respondents plan to use as part of that process to HUD counsel and FHEO for review prior to implementation. If Respondents intend to use the forms in Appendix B, no further HUD review is required.
 - c. Respondents shall submit a copy of the adoption and implementation of the Respondents' Reasonable Accommodation Policies and any verification forms they plan to use as part of that process. If Respondents adopt and implement the policy and forms in Appendix B, no further action is required.
 - d. Within ten (10) days of adopting their reasonable accommodation policies, Respondents shall provide a copy of the policies to all employees, agents, and contractors who are involved in managing, or leasing apartments; who receive, process, review, or make determinations on any reasonable accommodation request; or who are involved in or responsible for enforcing any of Respondents' rules or regulations and train them on such policies. Respondents shall secure a

signed acknowledgment from each such employee or agent that they have received Respondents' Reasonable Accommodation Policy and have been trained on it. Further, Respondents, within two months of hiring any new employees in such role as described above, will also provide them a copy of the reasonable accommodation policies, train them on the policy, and have them sign an acknowledgment of such receipt and training. Respondents shall maintain this information in their office records for the pendency of this Order.

- e. Within thirty (30) days of adopting their reasonable accommodation policies, Respondents shall notify in writing all residents of residential rental properties owned or operated by Respondents that they have adopted and implemented a Reasonable Accommodation Policy which includes an Assistance Animal Policy, relevant forms, and documents.
- f. Respondents will continue to keep written records of each request for reasonable accommodation made at Reding Square Apartments for the duration of this Consent Order. These records shall include: (a) the name, address, and telephone number of the person making the request; (b) the date on which the request was received; (c) the nature of the request; (d) whether the request was granted or denied; and (e) if the request was denied, the reason(s) for the denial.
- g. As soon as practicable, but not later than four (4) months after the effective date of this Consent Order, Respondents will send documentation to HUD FHEO that they have done the above in paragraphs "c" (implementation of the new policy) and "e" (notification to residents of new policy). This documentation should be sent to

Christina Lewis, Regional Director of FHEO, at the email address patrick.l.banis@hud.gov, as described below in Section VI.

18. Non-Discrimination Policy

- a. All advertising conducted by Respondents, their employees, successors, agents, assigns, and all others in active concert with him in the ownership or management of all residential dwellings owned in whole or in part by Respondents, as of the effective date of the Consent Order, including, but not limited to online forums, websites, and social media shall include either a fair housing logo, the words “equal housing opportunity provider,” and/or the following sentence: “We are an equal opportunity housing provider. We do not discriminate on the basis of race, color, national origin, religion, sex, familial status, or disability.”
- b. As of the effective date of the Consent Order, the following sentence shall also be legible and prominently placed in all residential rental application(s) for residential rental properties owned by Respondent: “We are an equal opportunity housing provider. We do not discriminate on the basis of race, color, national origin, religion, sex, familial status, or disability.”

V. Mutual Releases

19. In consideration of Respondents’ payment to Complainant, compliance with the conditions and terms of this Consent Order, and with all orders of this tribunal described herein, and for other good and valuable consideration, Complainant, his successors, assigns, agents, and attorneys hereby forever waive, release, and covenant not to sue Respondents or the Department, their successors, heirs, members, executors, assigns, agents, employees, or attorneys, including any subsequent owner of the subject property with regard to any and

all claims, damages, and injuries of whatever nature whether presently known or unknown, arising out of the subject matter of HUD ALJ No. 21-AF-0252-FH-030, or which could have been filed in any action or suit arising from said subject matter by Complainant. This Consent Order does not in any way limit or restrict the Department's authority to investigate any other complaint involving Respondents and/or the subject property made pursuant to the Fair Housing Act, or any other complaint within the Department's jurisdiction.

20. In consideration of the execution of this Consent Order, and other good and valuable consideration, Respondents and their agents, heirs, members, executors, assigns, employees, and attorneys hereby forever waive, release, and covenant not to sue the Department or Complainant or their officers, successors, assigns, agents, employees, or attorneys with regard to any and all claims, damages, and injuries of whatever nature whether presently known or unknown, arising out of the subject matter of HUD ALJ No. 21-AF-0252-FH-030 or which could have been filed in any action or suit arising from said subject matter.

VI. Additional Reporting and Record Keeping

After the effective date of the Consent Order, and in the event of any formal fair housing complaint filed against Respondents after such date, Respondents shall notify HUD of any such formal complaint filed against their agents with any local, state, or federal agency regarding equal opportunity or discrimination in housing within ten (10) days of receipt of such complaint. Respondents shall include a copy of the complaint with its notification to HUD. Respondents shall also provide HUD with all information HUD may request concerning any such complaint and its actual or attempted resolution. Such notifications shall be submitted to:

Christina Lewis
Regional Director
Office of Fair Housing and Equal Opportunity, 6AE
U.S. Department of Housing and Urban Development
C/O Patrick Banis
307 W. 7th St., Ste. 1000
Fort Worth, TX 76102
Or by email: patrick.l.banis@hud.gov

VII. Monitoring by HUD

Between the date of the entry of this Consent Order and three (3) years from said date, HUD may review compliance with this Consent Order, subject to and in accordance with HUD regulations. As part of such review, HUD may, upon providing advance notice, inspect the subject property, examine witnesses, and copy pertinent records of Respondents and/or their Agents. Respondents agree to provide their full, prompt cooperation in any compliance review undertaken by HUD to ensure compliance with this Consent Order.

VIII. Compliance

The dismissal herein shall not constitute an adjudication of a discriminatory housing practice pursuant to 24 C.F.R. § 180.671(a). Failure to satisfy the terms of this Consent Order is a breach of the Consent Order, which may be enforced in the United States Court of Appeals pursuant to 42 U.S.C. § 3612(j) and (m).

IX. Dismissal of Charge

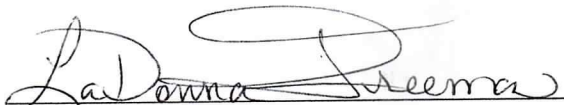
In consideration of Respondents' payment to Complainant, compliance with the terms and conditions of this Consent Order, and all orders contained herein, the Charging Party and Complainant agree to the dismissal, without a formal determination of the allegations that Respondents injured Complainant by violating the Act. Therefore, the Charge against Respondents is hereby DISMISSED with prejudice. However, nothing in this paragraph

should be construed to prevent any of the parties from taking action to enforce this Consent Order.

X. Agreement of the Parties


The parties below have read this Initial Decision and Consent Order and have willingly signed it with a full understanding of the rights it confers and the responsibilities it imposes on them.

RESPONDENT:




LADONNA FREEMAN

4-7-22
Date



JAMES QUARLES

4-7-22
Date



JAMES QUARLES ON BEHALF OF VINCENT PROPERTIES

4-7-22
Date

COMPLAINANT:

SHANNELLE WASHINGTON FOR ALPHAEUS BATES

Date

COUNSEL FOR THE CHARGING PARTY, UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:

SAKEENA ADAMS , ESQ.
Regional Counsel for Region VI
Marc Patton, Esq.
Allyssa Wheaton-Rodriguez, Esq.

Date

should be construed to prevent any of the parties from taking action to enforce this Consent Order.

X. Agreement of the Parties

The parties below have read this Initial Decision and Consent Order and have willingly signed it with a full understanding of the rights it confers and the responsibilities it imposes on them.

RESPONDENT:

LADONNA FREEMAN

Date

JAMES QUARLES

Date

JAMES QUARLES ON BEHALF OF VINCENT PROPERTIES

Date

COMPLAINANT:

Shannelle Washington

SHANNELLE WASHINGTON FOR ALPHAEUS BATES

4-7-22

Date

COUNSEL FOR THE CHARGING PARTY, UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT:

SAKEENA ADAMS

Digitally signed by: SAKEENA ADAMS
DN: CN = SAKEENA ADAMS C = US O = U.S. Government
OU = Department of Housing and Urban Development, Office
of Administration
Date: 2022.04.08 07:39:25 -05'00'

SAKEENA ADAMS , ESQ.
Regional Counsel for Region VI
Marc Patton, Esq.
Allyssa Wheaton-Rodriguez, Esq.

Date

Taylor B. Alsobrooks, Esq.
Attorneys
307 W. 7th St., Suite 1000
Fort Worth, Texas 76102

XI. Order of the Court

On April 8, 2022, the parties forwarded an Initial Decision and Consent Order to the Office of Hearings and Appeals, incorporating the terms of their agreement. Having read the agreement and considered the record in its entirety, the undersigned Administrative Law Judge, has independently determined, in accordance with 24 C.F.R. § 180.450, that the agreement does not offend the public interest. All parties have given their consent and signed the agreement incorporated in the foregoing Initial Decision and Consent Order, which is hereby accepted and entered.

This Initial Decision and Consent Order carries no precedential weight, as the matter has been reviewed solely to determine that the parties' settlement does not offend the public interest. No opinion is expressed on legal or policy statements contained herein, nor on the form or quantum of the agreed relief.

So ORDERED, this 11th day of April, 2022.

ALEXANDER FERNÁNDEZ-PONS
ADMINISTRATIVE LAW JUDGE

APPENDIX A

I, _____, hereby certify that I attended the training session on fair housing law given by a qualified fair housing enforcement agency or instructor on _____, 2022.

Print Name

Position/Title

Signature

Date: _____

APPENDIX B

Reasonable Accommodation Policy

The Federal Fair Housing Act and other state and local fair housing laws require that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. A reasonable accommodation is a change or exception to a rule, policy, practice and/or procedure that is needed because of person's disability. For example, a housing provider that has a policy of not assigning parking spaces must make an exception to this policy in order to grant an assigned parking space to an individual who is substantially limited in their ability to walk.

The owner and managers of Reding Square Apartments and their employees, agents, and designees are committed to granting reasonable accommodations when necessary to afford persons with disabilities the equal opportunity to use and enjoy a dwelling at any and all of their rental units.

One common type of reasonable accommodation is allowing a person with a disability to keep an assistance animal. There are two types of assistance animals: (1) service animals and (2) other animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities. This second type of Assistance Animal is often referred to as Emotional Support Animal or Support Animal. Reasonable accommodations may include waiving or varying rules or policies to allow a resident with a disability to keep an Assistance Animal. The most common Assistance Animals are dogs, although other animals may qualify as assistance animals. Assistance Animals are not considered "pets" under Reding Square Apartments' policies. Reding Square Apartments recognize the importance of Assistance Animals and is committed to ensuring that its tenants with Assistance Animals may keep them in their units.

Some Assistance Animals referred to as service animals are trained to work or perform tasks for persons with disabilities. Other Assistance Animals, however, do not require any special training. We will not deny a request to keep an Assistance Animal solely because the animal has not received formal training. The relevant question is whether the animal performs the assistance or provides the benefit needed by the person with the disability.

If a resident with a disability requests a reasonable accommodation for an Assistance Animal, Reding Square Apartments will determine whether the animal may be necessary to afford the resident an equal opportunity to enjoy living at one of the Reding Square Apartments-managed units. We will not ask the nature or extent of the person's disability. In some cases, both the disability and the necessity for the Assistance Animal are obvious—for example, a dog guiding an individual who is blind or has low vision, or a dog pulling the wheelchair of a person with a mobility disability. If this is the case, no further inquiry will be made, and Reding Square Apartments will grant the resident the accommodation unless the presence of the animal (1) imposes an undue financial and administrative burden; (2)

fundamentally alters the nature of Reding Square Apartments' operations; or (3) would pose a direct threat to the health and safety of other people.

In the case of a resident who requests a reasonable accommodation for an Assistance Animal and the disability of the resident and/or the necessity for the Assistance Animal is not obvious, Reding Square Apartments may require a written verification from a health or social service professional² indicating that the applicant has a disability³ and the presence of the animal may be necessary to provide the resident an equal opportunity to use and enjoy their apartment. Information related to establish the existence of a disability may include, but is not limited to:

- a determination of disability from a federal, state, or local government agency;
- receipt of disability benefits or services (Social Security Disability Income (SSDI), Medicare or Supplemental Security Income (SSI) for a person under age 65, veterans' disability benefits, services from a vocational rehabilitation agency, or disability benefits or services from another federal, state, or local agency;
- eligibility for housing assistance or a housing voucher received because of disability; and/or
- information confirming disability from a health care professional – e.g., physician, optometrist, psychiatrist, psychologist, physician's assistant, nurse practitioner, social worker, or nurse.

In no case will a person requesting to keep an Assistance Animal be charged a fee, deposit, rent increase, or other charges for making the request or for keeping the animal. The animal will also not be subject to breed or age restrictions. It will not be required to wear a vest, or other insignia that identifies it as an Assistance Animal. We will also not require documentation that an Assistance Animal is trained, certified or licensed, as an assistance animal or that a resident obtain insurance as a condition of keeping the animal.

In processing requests for Assistance Animals, Reding Square Apartments will take reasonable measures to protect the confidentiality of any information or documentation disclosed in connection with the requests. Such measures may include limiting access to such information to persons specifically designated to deal with requests for reasonable accommodations, who will disclose information only to the extent necessary to determine whether to grant the request and keeping all written requests and accompanying documentation in a secure area to which only those designated persons have access, except as otherwise required by law.

A person with a disability may request a reasonable accommodation orally, but Reding Square Apartments may ask the person with the disability to complete or assist in completing

² "Health or social service professional" means a person who provides medical care, therapy or counseling to persons with disabilities, including, but not limited to, doctors, physician assistants, psychiatrists, psychologists, or social workers.

³Under fair housing laws, a person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, is regarded as having such an impairment, or has a record of such an impairment.

a "Form to Request An Assistance Animal" (attached to this Policy).⁴ Reding Square Apartments will evaluate the requested accommodation regardless of whether the person completes the written form, but the person must cooperate in providing all information needed to complete the form.

If the applicant requires assistance in completing the form, Reding Square Apartments' on-site property manager or his or her designee will provide assistance or will fill out the form based on an oral request. Reding Square Apartments is using the form to record reasonable accommodation requests so that they can obtain only the information necessary to make a reasonable accommodation decision and not obtain confidential information that they do not need to make a reasonable accommodation decision.

Once Reding Square Apartments receives the request for an assistance animal and, if applicable, additional verifying information, it will provide a response as soon as is practicable but within fourteen days. If a request is denied, an explanation for the denial will be included in the written notification of denial. If a person with a disability believes that a request has been denied unlawfully or that the response is delayed unreasonably, they may file a complaint with:

The U.S. Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity 451 Seventh Street, SW Washington, DC 20410 (800) 669-9777.
https://www.hud.gov/program_offices/fair_housing_equal_opp/online-complaint

⁴ If the tenant or applicant does not use the form, Reding Square Apartments can fill out the form for the tenant or applicant, but the request must still be processed. Reding Square Apartments will ensure that their employees are trained on this aspect of the policy so that their employees know to process the request even if not requested in writing.

FORM TO REQUEST AN ASSISTANCE ANIMAL

The Federal Fair Housing Act and other state and local fair housing laws require that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. Reding Square Apartments and their employees, agents, or designees are committed to granting reasonable accommodations when necessary to afford persons with disabilities the equal opportunity to use and enjoy a dwelling at any and all of their rental units.

Under fair housing laws, a person is entitled to a reasonable accommodation if he or she has a disability that is defined as a physical or mental impairment that substantially limits one or more major life activities. The person also must show that he or she may need the accommodation because of the disability. Reasonable accommodations may include waiving or varying rules or policies to allow a resident to keep an assistance animal. An assistance animal is an animal that does work or performs tasks for the benefit of a person with a disability or provides emotional support or other assistance that may be necessary to afford the person an equal opportunity to use and enjoy housing ("Assistance Animal").

If you or someone associated with you has a disability and you believe that there is a need for a reasonable accommodation for the person with a disability to use and enjoy a dwelling unit at Reding Square Apartments, please complete this form and return it to Reding Square Apartments. Please check all items that apply and answer all questions. Reding Square Apartments will answer this request in writing within 14 days of receiving the request for an assistance animal and, if applicable, Reding Square Apartments will request that the verification from the health care provider be filled out.⁵ All information provided to Reding Square Apartments or their agent in connection with this request will be kept confidential, except as otherwise required by law. If you require assistance in completing this form, please call the management office at (405) 636-4124 for assistance or to make an oral request for a reasonable accommodation.

1. Do you require assistance filling out this form?

Yes No

If your answer is "Yes," and you do not have someone who can assist you, please ask a representative of Reding Square Apartments at (405) 636-4124 to assist you in filling out this form.

⁵ Often healthcare professionals provide a letter to tenant/applicants that provide all the necessary information the verification form requires with respect to disability and need. If that is the case, Reding Square Apts will not require that the attached verification form be filled out.

If your answer is "No," continue on to Question No. 2.

2. Today's Date: _____

3. I am (please check one):

_____ **The person who has a disability and is requesting an Assistance Animal.** If so, continue to Question 4.

_____ **A person making a request on behalf of or assisting the person with a disability who needs an Assistance Animal.**

Please fill out the information below:

Name of person filling out the form: _____

Address: _____

Telephone number: _____

Relationship to person needing the Reasonable Accommodation: _____

4. Name of person with a disability for whom a reasonable accommodation is being requested:

Telephone number: _____

Address: _____

5. I am requesting the following change in a rule, policy, practice, or service so that I or a person with a disability on whose behalf I am assisting can have an equal opportunity to use and enjoy the premises:

Signature of person making request: _____

Date: _____

To be completed by Reding Square Apartments

Form accepted by: _____

Date: _____

Signature

FORM FOR HEALTH CARE PROFESSIONAL IF REQUESTING TO KEEP AN ASSISTANCE ANIMAL

On _____ (date), _____ (name) requested the reasonable accommodation of keeping the following animal, _____ (type of animal⁶), in their home. Please complete this form to assist us in determining whether or not to grant the requested accommodation.

_____ (name) has a disability⁷ as defined by the federal Fair Housing Act:

Yes _____ or No _____

The designated animal works, performs tasks, provides assistance, provides therapeutic emotional support with respect to the individual’s disability, and/or otherwise alleviates one or more identified symptoms or effects of the person’s disability?

Yes _____ or No _____

Name	Title
Signature	Date

Send this completed form to:
Reding Square Apartments
ATTN: XXX
4020 S. Douglas Ave.
Oklahoma City, OK 73109
rsa4020@yahoo.com
(405) 636-4124

⁶ Animal species/type information can also be provided and filled out by the tenant/applicant requesting the accommodation.

⁷ For this purpose, a person with a disability is defined as a person with a physical or mental impairment that substantially limits one or more major life activities, a person who is regarded as having such an impairment, or a person with a record of such an impairment. Physical or mental impairments include, but are not limited to, such diseases or conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. The term “substantially limits” suggests that the limitation is significant or to a large degree. The term “major life activity” means those activities that are of central importance to daily life, including but not limited to seeing, hearing, walking, breathing, performing manual tasks, caring for one’s self, learning, and speaking.