

**NOTICE TO ALL APPLICANTS:  
REASONABLE ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS  
WITH MENTAL AND/OR PHYSICAL DISABILITIES**

The Newburyport Housing Authority (NHA) does not discriminate against applicants on the basis of mental or physical disabilities. In addition, the NHA has an obligation to provide “reasonable accommodation” on account of a disability if an applicant or a household member is limited by the disability and for this reason needs such an accommodation. A reasonable accommodation is a change that the NHA can make to its facilities or practices that will assist an otherwise eligible person with a disability to overcome the limitations imposed by his or her disability and to be able to participate in the NHA’s housing or programs. Such a change must be financially and programmatically feasible for the housing authority.

An applicant household which has a member with a mental and/or physical disability must still be able to meet essential obligations of tenancy (for example, the household must be able to pay rent, to care for the apartment, to report required information to the NHA, and to avoid disturbing neighbors), but an accommodation may be the basis by which the household is able to meet those obligations of tenancy.

The NHA has assigned Terri Pawlowski as its Accommodation Coordinator. If you need an accommodation because of a disability, please complete the attached form and return it to the NHA addressed to his/her attention. You must also submit medical documentation verifying the existence of a disability, and the need for an accommodation to overcome these limitations and to participate in the NHA’s housing or programs. Within thirty (30) days of receipt of your request and documentation, the Accommodation Coordinator will contact you to discuss what the NHA can reasonably do to accommodate you on account of your disability.

If you or a member of your household has a mental and/or physical disability, and as a result you need an accommodation, you may request it at any time. However, you are not obliged to make such a request, and if you prefer not to do so that is your right.

# REQUEST FOR ACCOMODATION

To: Ms. Theresa Pawlowski, Accommodation Coordinator  
Newburyport Housing Authority  
25 Temple St.  
Newburyport, MA 01950

From: \_\_\_\_\_

Control Number \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Town/City                      State                      Zip

\_\_\_\_\_  
Telephone Number

1. I have a disability, which limits me in the following ways. (Describe)
  
2. On account of these limitations I request the following be done in order to permit me to participate fully in the housing program. (Describe)
  
3. Documentation verifying the existence of my disability, my limitations on account of it, and my need for accommodation is attached. (Attach appropriate documentation).
  
4. I attest that the forgoing information is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date