

Reasonable Modification - Sample Letter

(Date)

January 1, 2009

(Landlord or Property Manager)

John Doe

Building Manager

12345 Main Street

Swarthmore, PA 19081

Dear Mr. Doe *(Landlord or Property Manager)*:

I, *(Tenant)* Jane Thompson, qualify as a person with a disability as defined by the Fair Housing Act Amendments of 1988. I live at 12345 Main Street in unit #101. This building is managed by you, John Doe *(Landlord or Property Manager)*.

(Identify physical needs associated with your disability and the physical aspects of your unit that require modification so that you can maintain full enjoyment of the property)

I have a physical disability that necessitates the use of a wheelchair on a daily basis. The counter space in my apartment is currently inaccessible to me, as it is too high and I cannot reach the stove the sink, and am therefore unable to cook or clean up in the kitchen. I am requesting that you allow me to make reasonable modifications to the kitchen in my apartment, in order to lower all the countertops and install new kitchen appliances when necessary that will be accessible to me. I will pay for all the construction costs, will make sure that the work is completed by licensed professionals, and will submit the proposed building plans to you prior to the start of the construction project. This request is a reasonable modification request of my disability as protected by the Fair Housing Act:

“Under the Fair Housing Act Amendments Sec. 804 (42 U.S.C. 3604)(f)(3)(A), it is unlawful discrimination for a management company to deny a person with a disability a ‘reasonable modification’ of existing premises occupied or to be occupied by such person if such modification may be necessary to afford such person full enjoyment of the premises.”

Please respond in writing to my request for a reasonable modification within ten days from the date of this letter. I look forward to your response and appreciate your attention to this critical matter.

Sincerely,

(Tenant Signature)

Jane Thompson