

*(Date)*

January 1, 2005

*(Landlord or Property Manager)*

John Doe

Building Manager

12345 Main Street

Swarthmore, PA 19081

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

I, *(Tenant Name) 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 the building rule or policy that conflicts with full enjoyment of the property and then a request to change the rule or policy)*

Our building's rules state a "no pets" policy. Because of my disability, a doctor has prescribed a service animal to assist in my daily living. I am requesting that you make a reasonable accommodation in the building's rules to permit me to have a service animal. This request is a reasonable accommodation 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)(B), it is unlawful discrimination for a management company to deny a person with a disability a 'reasonable accommodation' of building rules or policies if such accommodation may be necessary to afford such person full enjoyment of the premises."*

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

Sincerely,

*(Tenant signature)*

Jane Thompson