

REASONABLE ACCOMMODATION POLICY

Owner is committed to granting reasonable accommodations to its rules, policies, practices or services where such accommodations enable people with disabilities the equal opportunity to use and enjoy their dwellings as required by federal, state and local law. A reasonable accommodation may include an exception to a rule or policy or physical change to a unit or common area. Housing providers are required to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities. For example, if you have a physical, mental, or medical impairment, you can ask your housing provider to make the common areas of your building accessible, or to change certain policies to meet your needs. A disability related reasonable accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. No accommodation is unreasonable on its face. An accommodation is reasonable unless it causes undue hardship.

If you have a physical, mental, or medical impairment, you can request:

- Permission to change the interior of your housing unit to make it accessible;
- Changes to your housing provider's rules, policies, practices, or
- Changes to common areas of the building so you have an equal opportunity to use the building. The New York State Human Rights Law requires housing providers to pay for reasonable modifications to common use areas.¹
- The New York City Human Rights Law requires housing providers to pay for reasonable modifications both inside a tenants' apartment AND in the common use areas.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards: Public and common areas must be readily accessible to and usable by persons with disabilities; All doors must be sufficiently wide to allow passage by persons in wheelchairs; and all multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

Reasonable Accommodation Requests

Owner accepts reasonable accommodation requests from persons with disabilities and those acting on their behalf. Individuals who would like to request a reasonable accommodation may use, but are not required to use, Owner's "Application for Reasonable Accommodation" Form. Reasonable Accommodation Application Forms are available at the management office. If you require assistance in completing the Form, or wish to make the request orally, please contact Vincent Banek at 212-628-9684 or 212-570-6246. You may also make a Reasonable Accommodation Request by email to Vincent Banek at Vbanek@resnickenyc.com. You will need to inform your housing provider that you have a disability or health problem that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider. A housing provider may request medical information, when necessary to support that there is a covered disability and that the need for the accommodation is disability related. It is Owner's policy to seek only the information needed to determine if a reasonable accommodation should be granted under federal, state or local law. Owner will never require individuals to provide medical records or to provide details of a disability beyond that which is minimally sufficient to demonstrate the existence of a disability and the relationship between the disability and the requested accommodation.

We will make a decision on your request within ten (10) calendar days following the receipt of all required documentation. If the request is of a time sensitive nature, please let us know and we will make our best efforts to expedite the decision-making process. If we grant the request, we will let you know in writing by sending you a dated letter. In the event we need additional information to make a determination, we will advise you of the specific information needed within ten (10) calendar days of your request. If we deny the request, we will provide you with a dated letter stating all the reasons for our denial.

¹Examples of reasonable modifications and accommodations that may be requested under the New York State Human Rights Law include: If you have a mobility impairment, your housing provider may be required to provide you with a ramp or other reasonable means to permit you to enter and exit the building. If your healthcare provider provides documentation that having an animal will assist with your disability, you should be permitted to have the animal in your home despite a "no pet" rule. If you need grab bars in your bathroom, you can request installation. If your housing was built for first occupancy after March 13, 1991 and the walls need to be reinforced for grab bars, your housing provider must pay for that to be done. If you have an impairment that requires a parking space close to your unit, you can request your housing provider to provide you with that parking space, or place you at the top of a waiting list if no adjacent spot is available. If you have a visual impairment and require printed notices in an alternative format such as large print font, or need notices to be made available to you electronically, you can request that accommodation from your landlord.

Each accommodation request will be evaluated on a case-by-case basis. At all times, Owner will maintain a cooperative dialogue regarding the requested accommodation and its determination, including any alternative accommodations proposed by Owner. If an individual with a disability believes a request for reasonable accommodation has been unreasonably delayed, denied unlawfully, or that he/she was denied housing or retaliated against because of a requested reasonable accommodation, or that he or she has otherwise been discriminated against on the basis of a disability, then he or she may file a complaint by writing or calling any of the following within three (3) years of the alleged discriminatory act: New York City Commission on Human Rights 22 Reade Street New York, NY 10007 (718) 722-3131 [NYC.gov/HumanRights](http://nyc.gov/HumanRights); US Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity 26 Federal Plaza, Rm 3532 New York, NY 10278 (212) 542-7519 <http://hud.gov/complaints>; New York State Division of Human Rights 1 Fordham Plaza, 4th Fl. Bronx, NY 10458 (718) 741-8400 <https://dhr.ny.gov/complaint>. You can also call or email a regional office which are listed on the websites for the various agencies.