



*Building Communities and Changing Lives.....*

*175 W. Jackson Blvd., Suite 350 • Chicago, IL 60604 • (312) 663-5447*

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**RE: Request For Reasonable Accommodation instructions**

Dear Tenant/Applicant:

Let this serve as notification of the procedures for requesting a reasonable accommodation.

In order for a reasonable accommodation request to be approved, two things must be verified. First, the individual making the request must be disabled. Second, there must be a connection between the person's disability and the requested accommodation.

A reasonable accommodation request will be reviewed when the following forms are received in our office:

- **Request for a Reasonable Accommodation.** The form is to be completed by you. Please provide a brief explanation of what you are requesting. You (or your Power of Attorney) must sign the second page of the request form.
- **Certification of Need for Reasonable Accommodation and Third Party Verification.** Please fill out your information (name, address and client number) at the top of the form. Then, have the remainder of the form completed by a qualified medical, rehabilitation, or other non-medical service agency professional that is competent to render an opinion because he/she is knowledgeable about your situation. The qualified third party must sign the certification form.

The required documents must be submitted to the 504 Coordinator, Phyllis Johnson, at the Housing Authority of Cook County, 175 W. Jackson, Suite 350, Chicago, IL 60604. The documents can also be emailed to Phyllis Johnson at [pjohnson@thehacc.org](mailto:pjohnson@thehacc.org) . ***You can fax the reasonable accommodation forms to (312) 692-0115.***

Please make certain all forms are signed and filled out completely. Incomplete forms will delay the processing time of the reasonable accommodation request.

Feel free to contact me with any questions at 312-542-4782.

Sincerely,

Phyllis Johnson

