

**Model Form: Request for Accessible Parking Space**

**REQUEST FOR ACCESSIBLE PARKING SPACE**

Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Dear Member:

You have requested that an accessible parking space be reserved for your exclusive use, because of a disability. Although the property is already in compliance with all accessibility requirements, in accordance with fair housing law, it is the policy of \_\_\_\_\_ Community Association to do everything reasonable to accommodate your request so that you will have an equal opportunity to enjoy your home.

To clarify the type of accommodation you need to accomplish this, we would like to ask you some questions. Please give as complete an answer as possible in the spaces below, and feel free to attach additional sheets if necessary. If you need assistance in responding to this letter, please call the management office at [insert tel. #], and we will go over how the form is to be completed to help you in determining your needs.

1. Please describe specifically the kind of accommodation you need and how this would be helpful to you. (For example, do you need a space adjacent to the building entrance; do you need curb cuts or a ramp installed, etc.)

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2. Do you need an extra-wide space? If you do need an extra-wide space but don't use any type of assistive device, please explain how having the extra-wide space will make your situation more manageable.

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Thank you for your cooperation in answering these questions. Your answers will help us determine what we'll need to do to grant your request, and will also give us an idea of the costs involved. If your needs can be met with little or no expense, the Board will probably approve the request at no cost to you. If your request would require more expensive modifications, the Board will review it and discuss the best way to meet your needs and how to allocate the expense involved. If you have any questions you would

like to ask of me, please feel free to contact me at [*insert tel. #*]. Otherwise, I will contact you as soon as possible regarding your request for an accessible parking space.

Yours truly

Jane Doe, Manager