

GUARDIAN MANAGEMENT COMMUNITIES

PROCEDURE FOR REQUESTING REASONABLE ACCOMMODATIONS AND/OR MODIFICATIONS

<p>What is Reasonable Accommodation?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A reasonable accommodation is a change to the Guardian Management housing rules, policies, practices or services which are needed to enable a resident with a disability an equal opportunity to use and enjoy their dwelling unit or any public area of family housing. <p>What is Reasonable Structural Modification?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A reasonable structural modification is a modification made to the physical premises so that a resident with a disability may have equal enjoyment of the premises. <p>Who May Request a Reasonable Accommodation and/or Modification?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any family member listed on the lease may request a reasonable accommodation and/or modification. <input type="checkbox"/> Reasonable accommodation and/or modification requests can be made on behalf of all disabled family members including all dependents and Service Members on active duty. 	<p>How Does a Resident Request an Accommodation and/or Modification?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Residents who request a reasonable accommodation to Guardian Management’s rules, policies, practices or services, or a structural modification to the premises, which are needed because of a disability, must complete and submit to the Property Manager of your Guardian Management community, the “Reasonable Accommodation or Structural Modification Request Form”. <p>Where Can a Resident Get This Form?</p> <ul style="list-style-type: none"> <input type="checkbox"/> This form may be obtained from the Property Manager, or from the Guardian Management Website at: www.guardianmgt.com <p>What Information Must a Resident Provide on the Form?</p> <ul style="list-style-type: none"> <input type="checkbox"/> The completed form must identify the requested accommodation and must contain sufficient information to establish that the requested accommodation relates directly to the claimed disability. <input type="checkbox"/> If the Request Form does not contain the necessary information, Guardian Management will notify the requesting resident. Guardian Management will allow a reasonable amount of time for the resident to correct and resubmit the form. 	<p>How and When Will Guardian Management Respond?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Guardian Management will respond in writing to the written request within a reasonable time frame. <p>How Will a Resident Know if His/Her Request is Denied or Accepted?</p> <ul style="list-style-type: none"> <input type="checkbox"/> If the resident’s request is denied, Guardian Management will notify the resident in writing and will provide the resident with the reasons for the denial. <input type="checkbox"/> If request is approved, Guardian Management will implement the accommodation within a reasonable time period. <p>What If a Resident Disagrees With the Denial of His/Her Request?</p> <ul style="list-style-type: none"> <input type="checkbox"/> The resident may submit, to the Property Manager of a written request for an appeal within ten (10) days of receipt of written notification of denial of the request. The appeal request will be sent to Guardian Management’s President for consideration. <p>What Happens if a Structural Modification Can Not be Made?</p> <ul style="list-style-type: none"> <input type="checkbox"/> If a modification cannot be made to the home, Guardian Management will work with the resident to try to accommodate the family by some other means.
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