



GEM Management, LLC

Name of Resident or Applicant: _____

Address: _____

I am requesting a reasonable accommodation or modification to housing. I consider myself or a member of my household to have a disability. (NOTE: The Fair Housing Act defines a person with a disability to include individuals with (1) a physical or mental impairment that substantially limits one or more major life activities; (2) individuals who are regarded as having such an impairment; (3) individuals with a record of such an impairment.)

My disability prevents me or them from doing the following: _____

Therefore, I am requesting an Accommodation and/or Modification to compensate for my disability.

A change in policy, practice or procedure. (please specify, additional paper can be attached)

A physical change

Addition of grab bars for bath/shower

Modification to fire alarm system to accommodate visual impairment

Modification to fire alarm system to accommodate hearing impairment

Other: (please explain, additional paper can be attached) _____

Verification of Need:

You MAY be asked to allow us to verify the need for this accommodation/modification. If so, the information we obtain will be kept confidential and used solely to determine that the accommodation/modification is needed.

GEM Management, LLC is an equal opportunity provider and employer.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the form, call (866) 632-9992. Submit your completed form or letter to USDA by mail to: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov



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Providing accommodation/modification:

If we cannot provide this accommodation/modification immediately, you will get an answer to this request within thirty (30) days unless there is a problem getting information needed or you agree to a longer time. If you do not agree with the response you may appeal the decision to: Attention: Director of Property Management via email at: gmi@gemmanagement.net or Mail: GEM Management 2021 Cross Beam Drive Charlotte, NC 28217.

Below is my contact information should management need additional information.

Home #: _____

Cell #: _____

Email address: _____

Sincerely,

Signature

Date Signed

Date Received

Manager's Signature

Property Name and Number

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