

Checklist

Requirements for Applications, Tenant Recertifications, and Marketing Materials

	Requirement	Applies To:		
		Rental Application Package	Tenant Recertification Cover Page	Marketing Materials
1	Must contain a statement indicating that Accessible Units and/or units with accessible features are available and how an interested individual can inquire about the features.			X
2	Must contain a section where an applicant may indicate a request for an Accessible Unit with Mobility or Hearing/Vision features.	X		
3	Must contain a statement that Individuals with a Disability have the right to request and receive reasonable accommodations, including the right to ask for auxiliary aids and services, communications in alternative formats, as well as information on how to make such requests.			X
4	<p>The language below must be on the <u>Cover Page</u> of every rental application and recertification packet:</p> <p>"An Individual with a Disability may ask for:</p> <ul style="list-style-type: none"> • a change in rules or a physical change to their apartment or shared areas in the building (either of which is a reasonable accommodation); • an accessible apartment; • and Auxiliary Aids and Services necessary to ensure effective communication between us. <p>If you or anyone in your household has a disability and needs any of these things or another type of accommodation to live in our [NAME OF HOUSING DEVELOPMENT] and use our services, then contact [NAME OF HOUSING DEVELOPMENT] staff to communicate your needs."</p>	X	X	
5	<p>For Properties without Accessible Units, the language below must be on the <u>Cover Page</u> of every rental application and recertification packet:</p> <p>"[NAME OF HOUSING DEVELOPMENT] is required to contain accessible housing units and public and common use areas in compliance with federal accessibility requirements. [NAME OF HOUSING DEVELOPMENT] currently does not have any certified accessible units but is required to provide accessible features upon request as a reasonable accommodation."</p>	X	X	
6	Must contain the non-discrimination statement: "This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, familial status, national origin, citizenship status, immigrant status, primary language, marital status, ancestry, age, sexual orientation, disability, source of income (including receipt of Section 8 and other similar vouchers), genetic information, military or veteran status, arbitrary characteristics, or any other basis currently or subsequently prohibited by law."	X	X	X
7	Must contain the Universal Symbol of Accessibility and the Equal Housing Opportunity Logo (on every page).	X	X	X

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8	All language on public documents must be accessible using a minimum of 12-point Sans-Serif font type.	X	X	X
9	Must contain an email address which individuals can use to request an application and include language which explains how applications will be provided and accepted. Must contain the "Open for Application" Date and "Close of Application" Date, if applicable. Must identify, in addition to the Registry (www.accesshousingla.org), a minimum of two alternate methods.			X
10	Must not include any discriminatory remarks. Ex. "independent living" or "need to be able to live independently", because they appear to exclude individuals who rely on supportive services, assistance, or aides.	X	X	X
11	Must contain Property Management Contact Information: Name, Title, Phone Number, Email Address, and TTY/TDD Number (if available).	X	X	X