

Checklist

Requirements for Applications, Tenant Recertifications, and Marketing Materials

	Requirement	Applies To:		
		Application Package	Tenant Recertification	Marketing Materials
1	A section in the application package where an applicant may indicate a request for an Accessible Unit with Mobility or Hearing Vision Features	X		
2	A statement on the Cover Page that Accessible Units and/or units with accessible features are available and how an interested person can inquire about the features	X	X	
3	A statement on the Cover Page that reasonable accommodations and modifications will be provided upon request	X	X	
4	<p>The language below must be at the bottom of the 1st Page of every rental application and recertification packet in at least 12-point, non-serif type:</p> <p>“A person with a disability may ask for:</p> <ul style="list-style-type: none"> i. A change in rules (reasonable accommodation) ii. A physical change to their apartment or shared areas in the building iii. (reasonable modification) iv. An accessible apartment v. Aids and services to help you communicate with us. If you or anyone in your house has a disability and needs any of these things to live in [NAME of HOUSING DEVELOPMENT] and use the services then: Contact [HOUSING DEVELOPMENT] staff to fill out a form called a ‘Request Form for Reasonable Accommodation or Modification (Optional).” 	X	X	

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	Requirement	Applies To:		
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5	The Equal Housing Opportunity Logo AND the statement: “This housing is offered without regard to race, color, religion, sex, gender, gender identity and expression, family status, national origin, marital status, ancestry, age, sexual orientation, disability, source of income, genetic information, arbitrary characteristics, or any other basis prohibited by law.”	X	X	X
6	Universal Symbol of Accessibility, and if available, a TTY/TDD phone number.	X	X	X
7	The email address to request an application and other information about where an application may be obtained, a statement that people have the right to ask for and receive reasonable accommodations and physical modifications, including the right to ask for communications in alternative formats and for auxiliary aids and services, and how to make such requests.			X
8	Marketing materials must not include any discriminatory remarks, such as “independent living” or “need to be able to live independently”, because they appear to exclude people who rely on supportive services, assistance, or aides.			X

Refer to Guidance and Requirements for Owners and Property Manager, Sections 2.7