

NOTICE TO ALL APPLICANTS & TENANTS

REGARDING REASONABLE ACCOMMODATIONS AND/OR REASONABLE MODIFICATIONS FOR DISABLED TENANTS

OXRE welcomes all people into properties we manage for owners and does not discriminate on the basis of race, sex, disability, national origin, color, familial status, or religion. The federal and state Fair Housing Acts prohibits such discrimination and also requires landlords/housing providers to reasonably accommodate all disabled tenants.

As such, reasonable accommodations in rules, policies, practices or services will be permitted as well as all reasonable requests to modify the premises will be allowed to enable disabled tenants to fully use and enjoy their unit, including public and common use areas. Please recall that OXRE does not own but merely manages properties for owners, and OXRE has an obligation to inform or consult with the owner regarding such requests.

If you have a disability and need a reasonable accommodation (such as a service/companion animal or an exception to the late rent policy to coincide with when you receive disability income), or a reasonable modification to your unit (such as a ramp to get in and out of your door, doorway widened, light fixtures or outlets moved, or handrails installed in the shower), please contact OXRE. Such request may be made verbally or in writing. You may be requested to provide an explanation of why you need the accommodation or modification. In some cases, for example if your disability is not noticeable, the owner may request medical documentation, such as a letter from your medical provider, which will be kept confidential. Also, all requests for accommodation or modification will only be shared with the owner and our staff or agents as necessary to act on the request.

Where a disabled tenant requests a reasonable modification to an existing unit necessary for the tenant to fully enjoy his or her unit, depending on the modification requested, the tenant may be responsible for the cost of the modification pursuant to applicable federal and Ohio law.

A reasonable modification made at the disabled tenant's expense may be conditioned on the disabled tenant doing one or more of the following:

- (1) providing a reasonable description of the proposed modification and reasonable assurance that the proposed modification will be made in a workman-like manner and that any required building permits will be obtained prior to the commencement of the proposed modification;
- (2) agreeing to restore at the end of the tenancy the interior of the premises to the condition they were in prior to the proposed modification, but subject to reasonable wear and tear during the period of occupancy, if it is reasonable to do so; and

(3) paying into an interest-bearing escrow account that is in the landlord's name, over a reasonable period of time, a reasonable amount of money not to exceed the projected costs of the restoration, at the end of the tenancy of the unit as described above with the interest accrued being returned to the disabled tenant who made the payments into the escrow account. Payment into an interest bearing escrow account is limited to reasonable modifications the removal of which are determined to cost One Thousand Dollars (\$1,000.00) or more.

Notwithstanding the above paragraph, a tenant shall not be required to remove or restore to original condition: the widening of a doorway; the moving of environmental controls, light fixtures, electrical switches or outlets; or lowered door swing latches, and similar minor modifications.

OXRE will respond to your request within a reasonable time under the circumstances, which may be affected by OXRE's need to consult with the actual owner of the property involved. If your request for reasonable accommodation or reasonable modification is denied by the owner, a written response will explain the reason for the denial.

Information concerning requests for accommodations and modifications can be located at the website of the Department of Housing and Urban Development at http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/your rights or questions may be addressed to the Ohio Civil Rights Commission, the phone number of which is 1-888-278-7101.

All tenants will be provided with a copy of this policy. No tenant will be retaliated against for requesting an accommodation or modification, or assisting another tenant in requesting an accommodation or modification.