



► Daim Ntawv: Nug Koj Tus Tswv Tsev rau ib Qhov Chaw Nres Tsheb

Daim ntawv no yuav qhia tau rau koj daim ntawv rau koj tus tswv tsev los sis nai saib xyuas vaj tsev xauj (property manager). Nws tsis yog daim los ntawm kws lij choj. Xav tau kev pab kws lij choj txog koj qhov teeb meem, thov tham nrog ib tug kws lij choj.

Hais Txog Daim Ntawv No

Koj yuav siv tau daim ntawv los nug koj tus tswv tsev kom muab ib qhov chaw nres tsheb li qhov kev pab ntawd. Koj yuav ua tau li no los piav txog koj kev xiam hoob khab puas tes puas taw thiab vim li cas koj xav tau ib qhov chaw nres tsheb vim ntawm koj kev xiam hoob kha puas tes puas taw.

Yuav Siv Daim Ntawv No

Sau Rau Daim Ntawv

Koj ntau tau cov ntaub ntawv nyob rau daim ntawv no siv koj lub kas pus thawj (computer) thiab luam nws tawm. Yog tias koj tsis muaj ib lub kas pus thawj (computer) los sis tsis paub siv ib lub, koj luam tau daim ntawv tawm thiab muab sau rau los ntawm tes.

Qhov Chaw Hloov Kom Haum Tus Neeg Xav Tau Nyob Rau Ntawm Tsab Cai Ncaj Ncees Rau Vaj Tsev (Fair Housing Act)

Koj muaj cai xa tsab ntawv no nrog rau ib kab lus los ntawm tsoom fww (U.S. Department of Justice / DOJ) thiab U.S. Department of Housing and Urban Development (HUD). Cov ntsiab lus piav txog cov koos haum cov hauj lwm nyob rau tsoom fww tsab cai (federal Fair Housing Act / FHA), suav ntxiv rau yuav saib xyuas li cas rau qhov kev thov pab zoo li no.

Nyob rau tsab cai “**Reasonable Accommodations Under the Fair Housing Act**” hais no:

www.justice.gov/sites/default/files/crt/legacy/2010/12/14/joint_statement_ra.pdf

Ntaub Ntawv Kho Mob

Koj yuav xa daim ntawv nrog **cov ntaub ntawv kho mob** uas txhawb rau qhov kev thov pab (accommodation) no. Cov ntaub ntawv kho mob yog cov ntawv sau los ntawm ib tug kws kho mob los sis lwm tus neeg uas paub txog koj koj qhov kev xiam hoob khab puas tes puas taw thiab zoo li cov kev xav tau ntawd.

Lub Sij hawm Teb Rau Koj

Koj yuav tau nug tus tswv tsev kom teb rau koj li ntawm 1-2 as thiv ntawd. Qhov no thiaj li yuav muaj sij hawm los teb koj tsab ntawd.

Xa Koj Tsab Ntawv

Thaum koj sau tsab ntawv tiav lawm, koj xa rau tub pais xab nis (mail), xa rau e-mail, los sis nqa tuaj rau koj tus tswv tsev. Khaws luam ib daim ntawv cia rau koj tus kheej. Koj sau tseg cia thaum twg koj xa koj tsab ntawv thiab thaum twg yuav tsum txais teb tuaj.

_____, _____
Date Year

Re: Request for Parking Accommodation for _____

Address: _____

Dear _____,

I am a tenant at the above address. I am a **person with a disability** as defined by the Americans with Disabilities Act (ADA). This means I have an impairment that substantially limits one or more of my major life activities. My disability stops me from: _____

I am asking for the **reasonable accommodation** of an assigned parking space close to my unit on an accessible route, so that I can get from my parking space to my unit.

I am asking for this reasonable accommodation so I may fully use and enjoy my apartment to the same degree as people without disabilities. I'm including a statement from the U.S. Department of Justice (DOJ) and U.S. Department of Housing and Urban Development (HUD) that goes through housing providers' duties under the federal Fair Housing Act (FHA), including how to handle reasonable accommodation requests like this one. I'm also including this medical documentation to support my request: _____

Please respond to this letter within the next **ten business days**. Please note that housing providers must respond promptly to a reasonable accommodation request. Let me know if you have any questions or concerns. You can call me at _____ or email me at _____. Thank you for your time and help with this.

Sincerely,

_____, _____
Hnub Tim (Date) Xyoo (Year)

Re: Thov Kev Pab Nres Tsheb rau: _____

Chaw Nyob (Address): _____

Hawm Txog (Dear): _____

Kuv yog ib tug neeg xauj tsev nyob rau lub chaw nyob saum toj no. Kuv yog **ib tug neeg xiam hoob khab puas tes puas** taw raws li qhia los ntawm tsab cai (Americans with Disabilities Act/ADA). Qhov no txhais tau tias kuv muaj ib qhov kev puas uas ua tsis tau li ib los yog ntau tshaj ntawm kuv lub neej txoj kev ua tau ntawd. Kuv qhov kev xiam hoob khab txwv tsis pub kuv ua los ntawm: _____

Kuv xav nug txog rau yam **kho kom haum xeeb (reasonable accommodation)** ntawm qhov chaw nres tsheb ze rau kuv lub chaw tsev nyob uas nkag tau yooj yim, uas tias kuv thiaj tawm los ntawm kuv qhov chaw nres tsheb mus txog kuv chaw tsev nyob.

Kuv xav nug rau qhov yam kev kho haum xeeb (reasonable accommodation) ces kuv thiaj yuav siv thiab txaus siab rau kuv chaw tsev nyob yam li cov tib neeg tsis muaj kev xiam hoob khab qhov ntawd. Kuv suav ntxiv ib kab lus los ntawm tsoom fwv (U.S. Department of Justice/DOJ) thiab U.S. Department of Housing and Urban Development/HUD uas mus nkag cov pab cov neeg hauj lwm nyob rau hauv tsoom fwv (Federal Housing Act/FHA, los suav ntxiv rau kev kho kom haum xeeb) rau ib qhov zoo li no. Kuv tseem suav ntxiv rau cov ntaub ntawv kho mob no los txhawb nqa: _____

Thov teb rau tsab ntawv nyob rau li ntawm **kaum hnub ua hauj lwm (ten business days)**. Thov sau tseg tias cov neeg pab rau vaj tsev yuav tsum teb sai raws li ib qhov kev kho kom haum xeeb (reasonable accommodation) kev thov pab ntawd. Qhia rau kuv seb koj muaj lus nug los sis kev txhawj xeeb. Koj hu tau rau kuv ntawm: _____ los sis xa (email) rau ntawd: _____. Ua tsaug rau koj lub sij hawm thiab pab nrog rau qhov no.

Lus Meej Xeeb,
