Disability Rights WISCONSIN

Form Letter: Asking Your Landlord for a Reasonable Modification

This form letter shows what can be in your letter to your landlord or property manager. It is not legal advice. For legal advice specific to your situation, please talk with an attorney.

About This Form Letter

You may use this letter to ask your landlord to allow you to make a reasonable modification in your housing. You can do this by explaining your disability and listing the reasonable modifications you need to use the housing you live in.

How to Use This Form Letter

You can type your information into this form letter using your computer and print it out. If you don't have a computer or can't use one, you can print the form letter out and fill it in by hand.

You may send the letter with a statement from the U.S. Department of Justice (DOJ) and U.S. Department of Housing and Urban Development (HUD). The memo explains housing providers' duties under the federal Fair Housing Act (FHA), including how to handle reasonable modification requests like this one.

The "**Reasonable Modifications Under the Fair Housing Act**" statement: www.hud.gov/sites/documents/reasonable_modifications_mar08.pdf

You may want to ask the landlord for a response within 1-2 weeks. This will give them time to reply to your letter.

Once you have filled out the letter, you can mail it, email it, or drop it off with your landlord. Keep a copy of the letter for yourself. You can write down when you sent your letter and when you are expecting a reply.

1-800-928-8778 Toll Free | **disabilityrightswi.org**

_____, _____

Date Year

Re: Modification Request for _____

Address: _____

Dear _____,

I am a **person with a disability** as defined under the Americans with Disabilities Act (ADA), the Fair Housing Act (FHA), and Wisconsin's Open Housing Law. This means I have a physical or mental impairment that substantially limits one or more of my major life activities. My disability stops me from _____

_____.

Housing law makes it illegal to discriminate against protected groups, including people with disabilities, in housing. This means housing providers can't refuse to allow **reasonable modifications** (physical changes to structures or surroundings) which may be necessary for someone with a disability to use and enjoy their housing.

I'm writing to ask for a **reasonable modification** so I can use and enjoy my home. The modification I am asking for is _____

_____.

I'm including a statement from the **U.S. Department of Justice (DOJ) and the U.S. Department of Housing and Urban Development (HUD)**, which goes through housing providers' duties under the FHA.

I understand that I'll have to pay or arrange payment for this modification.

Please respond to this letter within the next **ten business days**. Please note that housing providers must respond promptly to a reasonable modification 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,

_____