

FORM TO REQUEST AN ASSISTANCE ANIMAL

The Federal Fair Housing Act and other state and local fair housing laws require that housing owners and managers provide reasonable accommodations for applicants and residents who have disabilities. Burnham Rentals and their employees, agents, or designees are committed to granting reasonable accommodations when necessary to afford persons with disabilities the equal opportunity to use and enjoy a dwelling at any and all of their rental units.

Under fair housing laws, a person is entitled to a reasonable accommodation if he or she has a disability that is defined as a physical or mental impairment that substantially limits one or more major life activities. The person also must show that he or she may need the accommodation because of the disability. Reasonable accommodations may include waiving or varying rules or policies to allow a resident to keep an assistance animal. An assistance animal is an animal that does work or performs tasks for the benefit of a person with a disability, or provides emotional support or other assistance that may be necessary to afford the person an equal opportunity to use and enjoy housing ("Assistance Animal").

If you or someone associated with you has a disability and you believe that there is a need for a reasonable accommodation for the person with a disability to use and enjoy a dwelling unit at any property owned or managed by Burnham rentals, please complete this form and return it to Burnham Rentals. Please check all items that apply and answer all questions. Burnham Rentals will answer this request in writing within 14 days of receiving the request for an assistance animal and, if applicable, Burnham Rentals will request that the verification from the health care provider be filled out.⁵ All information provided to Burnham Rentals or their agent in connection with this request will be kept confidential, except as otherwise required by law. If you require assistance in completing this form, please call the management office at (812) 339-8300 for assistance or to make an oral request for a reasonable accommodation.

1. Do you require assistance filling out this form?

Yes No

If your answer is "Yes," and you do not have someone who can assist you, please ask John Burnham at (812) 339-8300 to assist you in filling out this form.

If your answer is "No," continue on to Question No. 2.

2. Today's Date: _____

3. I am (please check one):

⁵ Often healthcare professionals provide a letter to tenant/applicants that provide all the necessary information the verification form requires with respect to disability and need. If that is the case, Burnham Rentals will not require that the attached verification form be filled out.

_____ **The person who has a disability and is requesting an Assistance Animal.** If so, continue to Question 4.

_____ **A person making a request on behalf of or assisting the person with a disability who needs an Assistance Animal.**

Please fill out the information below:

Name of person filling out the form: _____

Address: _____

Telephone number: _____

Relationship to person needing the Reasonable Accommodation: _____

4. Name of person with a disability for whom a reasonable accommodation is being requested:

Telephone number: _____

Address: _____

5. I am requesting the following change in a rule, policy, practice, or service so that I or a person with a disability on whose behalf I am assisting can have an equal opportunity to use and enjoy the premises:

Signature of person making request: _____

Date: _____

To be completed by Burnham Rentals

Form accepted by: _____ Date: _____

Signature