Disability Rights WISCONSIN

Form Letter: Asking Your Landlord for an Assigned Parking Space

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 give you an assigned parking space as a reasonable accommodation. You can do this by explaining your disability and why you need an assigned parking space because of your disability.

How to Use This Form Letter

Filling Out the 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.

Reasonable Accommodations Under the Fair Housing Act

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 statement explains housing providers' duties under the federal Fair Housing Act (FHA), including how to handle reasonable accommodation requests like this one.

"**Reasonable Accommodations Under the Fair Housing Act**" statement:
www.justice.gov/sites/default/files/crt/legacy/2010/12/14/joint_statement_ra.pdf

Medical Documentation

You may send the letter with **medical documentation** that supports your request for accommodation. Medical documentation can be letters from a medical doctor or other provider or practitioner with knowledge of your disability and related needs.

Time to Reply

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

Sending 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.

_____, _____

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,

_____