



NOTICE TO APPLICANTS/TENANTS
WITH DISABILITIES REGARDING REASONABLE
ACCOMMODATION

Knoxville's Community Development Corporation (KCDC) is a public agency that provides affordable housing to eligible families, elderly/handicapped/disabled households, and single persons. KCDC does not discriminate against applicants on the basis of their race, creed, color, religion, sex, national origin, disability or familial status. Under applicable law, KCDC provides "reasonable accommodations" to applicants and residents if they or any household members have a disability or handicap and if the accommodation is reasonable and necessary to provide an equal opportunity to use and enjoy the housing.

A reasonable accommodation is some modification or change KCDC can make to its properties or procedures that will assist an otherwise eligible applicant with a disability/handicap to take advantage of KCDC's programs, provided that the change does not pose an undue financial and administrative burden to KCDC or require a fundamental change in its program. A reasonable accommodation may also include providing an appropriate auxiliary aid to an applicant with a disability/handicap where such assistance is necessary to enable effective communication with the applicant.

Examples of reasonable accommodation may include:

- Installing flashing light (strobe) smoke detectors in an apartment for a household with a hearing-impaired member;
- Making a reader available to a vision-impaired applicant during an interview;
- Making a sign language interpreter available to a hearing impaired applicant during an interview; and
- Permitting an outside agency to assist an applicant with a disability/handicap to meet KCDC's applicant screening criteria.

An applicant household that has a member with a disability/handicap must still be able to meet essential obligations of tenancy (i.e., they must be able to pay rent, care for their apartment, report required information to KCDC, avoid disturbance of neighbors, etc.). This requirement takes into consideration whether any requested reasonable accommodation would permit the applicant to be considered eligible.

If you or a member of your household has a disability or handicap and believe you may need a reasonable accommodation, you may request it in writing, orally, or by other effective means of communication at any time during the application process or after admission – this is up to you. If you would prefer not to discuss your situation with KCDC, that is your right.

You may obtain a Request for Reasonable Accommodation form at KCDC's main office at 901 Broadway NE, Knoxville, TN 37917, KCDC's Section 8 office at 400 Harriet Tubman Street, Knoxville, TN 37915 or at any KCDC development office indicated on the KCDC Housing Choice Form. You may also request the form by mail at PO Box 3550, Knoxville, TN 37927-3550. If you need help in completing the form or need to submit your request in some other way, you should contact KCDC at (865) 403-1100. Hearing impaired persons may call 1-800-848-0298.

If you have any questions or problems regarding reasonable accommodation, please call Kim Mills ADA/504 Coordinator at (865) 403-1100 ext. 1195.