

BEAVER MEADOW APARTMENTS
ACCESSIBILITY/ADAPTABILITY POLICIES OF MANAGEMENT

All requests for accessible accommodations must be submitted in writing on the required form which will be available at the leasing office. The Leasing Office Manager will be authorized to respond to requests and will do so within 14 days unless there is a problem verifying the required information. If a request is approved, the applicant will be placed in an accessible unit or added to the waiting list if a unit is unavailable. If a request is denied, the reasons will be explained in writing. All information provided will be kept confidential and be used only to help provide applicants with an equal opportunity to enjoy the housing, common areas, and programs offered on site.

Accessible units reserved for the vision/hearing impaired are located on the first floor. Every apartment is able to accommodate a Telecommunication Device for the Deaf (TDD). However, Tenants are responsible for providing their own telecommunications equipment (telephone or TDD). Additional support for the visually impaired is provided with the use of Braille on signs as required by the New York State Building Code. Service animals are also permitted to assist disabled Tenants.

Before full occupancy is achieved, priority for the fully accessible units will be granted to those who are in need of the special design features. Out of these referrals, priority shall be given to such persons who have served in the armed services of the United States for a period of at least six months (or any shorter period due to injury incurred in such service) and have been thereafter discharged or released from the armed forces under conditions other than dishonorable. After the building is leased, priority for accessible units will first be given to existing Tenants followed by those on the waiting list.

If an accessible unit is rented to a non-special needs occupant, the Lease will include a clause requiring relocation **ONLY IF** a standard unit is vacant and if a special needs applicant is approved for the accessible unit.

To ensure that all reasonable efforts have been made to rent accessible units to those in need, accessible units will be set aside for disabled applicants until all standard units are leased. Regardless of who the accessible units are rented to, the leasing office will continue to market them and create a waiting list of applicants for when the Lease term expires.