



Fair Housing Policy ***Including Reasonable Accommodation in Housing***

It is the policy of WinnResidential and its employees to promote equal opportunity and non-discrimination in compliance with, but not limited to, the following:

- Civil Rights Legislation (1964, 1968, 1988)
- Fair Housing Amendments Act of 1988
- Americans with Disabilities Act of 1990
- Section 504 of the Rehabilitation Act of 1973
- Age Discrimination Act of 1975
- Executive Order 11063
- MGL Chapter 151B
- Connecticut General Statute's 46a-64c
- All relevant state and local statutes

WinnResidential employees will not discriminate on the basis of race, color, religion, national or ethnic origin, citizenship, ancestry, class, sex, sexual orientation, familial status, disability or handicap, military/veteran status, source of income, age, or other basis prohibited by local, state or federal law.

WinnResidential property employees are required to participate in annual Fair Housing Training. These trainings are offered by WinnResidential using professional Fair Housing trainers. In addition, industry sponsored Fair Housing seminars and training programs will satisfy the training requirement. WinnResidential corporate employees are required to participate in Fair Housing Training as part of their new employee orientation.

Senior/Divisional/Regional Vice Presidents are charged with ensuring that site employees are trained in the specific requirements of the site's Affirmative Fair Housing Marketing Plan.

Each site maintains a Fair Housing binder to hold all materials relevant to Fair Housing/Reasonable Accommodation Issues including:

- Fair Housing Policy (*this document*)
- Affirmative Fair Housing Marketing Plan (*HUD 935.2A*)
- State or Programmatic Fair Housing Marketing Plan (*where applicable*)
- 504 Self-Evaluation, Architectural Evaluation and Transition Plan (*applicable to any program or activity that receives federally financial assistance from HUD*) – documents required to be in place by 7/11/1989).
- Request for Reasonable Accommodation Log
- Reasonable Accommodation/Modification/Companion Animal request form

The binder should be a 3", three-ring white binder (such as Avery Dennison CV11-20) with plastic front and spine to hold an insert page which identified the property and states FAIR HOUSING BINDER. Tabs must be inserted into the binder for each of the documents noted above (where applicable to that property).

The Vice President of Compliance serves as the 504 Coordinator for WinnResidential. The Vice Presidents of Compliance and Human Resources, as well as Senior/Divisional/Regional Vice Presidents ensure that employees and residents are kept informed of all issues relating to positive Fair Housing compliance.

Reasonable Accommodation in Housing

It is the policy of all properties managed by a WinnResidential entity to provide reasonable accommodation in housing for all applicants and residents with disabilities. A reasonable accommodation is a modification or change to a particular property's rules, policies, practices, procedures and/or services to afford a person with a disability an equal opportunity use and enjoy the housing.

WinnResidential personnel will abide by all Federal and state Fair Housing Laws to include (but not limited to):

- Title VIII of The Civil Rights Act of 1968, as amended in 1988 ("The Fair Housing Act") which applies to all units managed by WinnResidential. An "individual with a handicap", or with a "record of" such an impairment, or who is "regarded as" having such an impairment, is protected by the Fair Housing Act from discriminatory housing practices.
- Americans with Disabilities Act ("ADA"). Title III of the ADA prohibits discrimination on the basis of disability at business locations. Title III generally requires that the rental office and other on-site business locations used by the public be accessible.
- Section 504 of the Rehabilitation Act of 1973 ("Section 504") which imposes additional requirements on properties receiving "federal financial assistance".
- All relevant state and/or Statutes.

Notification to Applicants/Residents

The initial application for housing shall notify the applicant of their right to apply for a reasonable accommodation if there are any special accommodations/modifications that the household will require in order to enjoy equal opportunity to use and enjoy the apartment and/or apartment community.

At least annually, the general population of the apartment community will receive notice of their right to request a reasonable accommodation if there are any special accommodations that the household will require in order to enjoy equal opportunity to use and enjoy the apartment and/or apartment community.

Request for Reasonable Accommodation/Certification of Need Document

Upon request, the applicant/resident will be given a Request for Reasonable Accommodation form which asks for the following information:

- Name of household member with disability
- Requested change to apartment/apartment community/community policies and procedures
- Description of need for change
- Name/Address of person to contact to verify disability
- Certification of disability and permission to contact stated individual to confirm as well as notification of confidentiality of information provided

As needed, the third party provided by the applicant/resident will be contacted to confirm that a disability exists and that the requested accommodation/modification is needed as a direct result of the applicant/resident's disability so the household may enjoy equal opportunity to use and enjoy the apartment and/or apartment community. Further clarification regarding the specific accommodation required may be requested from the medical provider.

If necessary, a format other than a written document will be used to ensure that the process for making such requests shall be accessible to all persons.

Assessment of Request

No later than thirty (30) days from the date the completed Request for Reasonable Accommodation/Certification of Need forms are received, the Property Manager will review the request with all appropriate site/regional staff to ensure that the request is structurally feasible and to determine the potential course of action and the financial implication to the property.

Denial of Request for Reasonable Accommodation

WinnResidential has a corporate level Fair Housing Committee. Any Request for Reasonable Accommodation that the Property Manager believes should be denied must be reviewed, in advance, by the Fair Housing Committee. All requests for review should be sent to the Vice President of Compliance with complete documentation. The Fair Housing Committee will review and respond to all requests for denial of a reasonable accommodation within 10 days from receipt. If the Committee upholds the request for denial, they will provide their opinion, with supporting documentation, in writing to the Property Manager.

The Property Manager will provide the applicant/resident with the denial decision and appropriate documentation for the decision in writing. The applicant/resident will be notified that if they disagree with the notice, they have a right to pursue further action with the Department of Housing and Urban Development (address/telephone number of local office to be given to the applicant/resident) and/or the local or state Fair Housing agency.

If the applicant/resident wishes to appeal the decision, they will be given a copy of the site Grievance Policy which outlines the steps the applicant/resident must follow. If an applicant denial is appealed, the available unit may not be rented to another applicant until the matter has been resolved through the Grievance Policy procedures.

Acceptance of Request for Reasonable Accommodation

All accepted Requests for Reasonable Accommodation shall be completed within thirty (30) days of notification to the applicant/resident that the request is approved. If weather or other conditions render successful implementation of the request unfeasible within the 30 day time frame, the applicant/resident must be given written notification of the reason for the delay and an estimated time of completion.

Cost of Reasonable Accommodation

All properties who receive federal financial assistance are required to make and pay for reasonable structural modifications to units and/or common areas that are needed by applicants and residents with disabilities, unless these modifications would change the fundamental nature of the project or result in undue financial and administrative burdens. The determination that the fundamental nature would change or if there is undue financial and administrative burden is determined by the corporate Fair Housing Committee after evidence and documentation is provided by the Property Manager.

Any property managed by a WinnResidential entity that does not receive any federal financial assistance (confirmed in writing by the Vice President of Compliance), will still be required to allow accessibility modifications to be requested by the applicant/resident. However, the type/cost of the modification must be discussed with the applicant/resident before the modification is undertaken. As with a Request for Reasonable Accommodation in a property which receives federal financial assistance, the Property Manager must discuss any requested changes to an apartment and/or the apartment community with their supervisor and Vice President/Director of Maintenance in advance or approval or commencement of work.

Request for Companion Animal

Applicants/residents who wish to have a companion animal must complete a Request for Reasonable Accommodation Form and complete the Companion Animal section. Requests for certification of disability as well as certification of the need for the specific animal requested will be sent to the appropriate third party.

As part of this Fair Housing Policy, specific properties have the right to enforce a state/local ban on certain animals that are considered “dangerous” or otherwise inappropriate for the apartment community when the state or local jurisdiction has enacted an ordinance against such animals or where local law enforcement official have determined that health, welfare and safety of other residents may be in jeopardy due to the presence of the suggested animal. A copy of the state or local ordinance or other policy that will cause specific animals to be banned must be filed with this WinnResidential Fair Housing Policy.

Residents with companion animals will be expected to follow the property’s pet rules and regulations. Any companion animal that disturbs the quiet enjoyment of the property by other residents or presents a danger to the health and safety of residents and/or staff may be required to be removed from the premises.