Housing Accommodation Documentation Requirements

The University of California, Los Angeles ("UCLA" or the "University") recognizes the importance of providing reasonable accommodations in its housing policies and practices, where necessary, for individuals with disabilities to use and enjoy University-owned Housing. The Housing Accommodations Board, operated through the Center for Accessible Education ("CAE"), is responsible for evaluating whether to grant or deny requests for reasonable accommodations within University-owned housing.

The following page is a sample support/documentation guide that can be shared with a medical provider (or other qualified professional) to help clarify documentation standards for housing accommodation requests. By providing a full and complete response, professionals can help expedite the processing of the accommodation request and reduce the Board’s need to inquire for additional information. Ultimately, when the disability is not readily apparent, all documentation and/or support letters submitted for housing accommodation requests within University-owned housing should accomplish the following:

1. Clearly state that the requesting person meets the definition of having a disability as defined by both federal and state laws\(^1\) (the specific diagnosis need not be disclosed):
   a. The condition is a physical or mental impairment that limits or substantially limits a major life activity; or
   b. The individual has a recorded history of having an impairment that limits or substantially limits one or more major life activities; or
   c. The individual is regarded as having a disability.

2. Provide the relationship between the functional limitations associated with the requester’s disability and the need for the requested accommodation as necessary to afford equal opportunity to usage and enjoyment of their University-owned Housing.
   a. Providers must present the justification for any necessary and needed modification to University-owned housing rules, policies, practices, or services when such accommodations may be necessary to afford such a person [with a disability] an equal opportunity to use and enjoy University-owned Housing.
      i. Words such as “necessary”, “essential”, or “prescribed” should be used to describe the requestor’s need for the recommended accommodation.

3. Documentation is to be provided in writing by the appropriate medical/licensed professional who is in a position to present the necessary information regarding the functional limitations of the individual’s disability. Documentation must include the professional’s signature and licensure information.

\(^1\) a) The Federal Fair Housing Act (FHA), as amended by the Fair Housing Amendments Act of 1988; b) Title II and Title III of the Federal Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Amendment Act of 2008; c) Section 504 of the federal Rehabilitation Act of 1973 (§ 504); d) California’s Fair Employment and Housing Act (FEHA); e) California’s Unruh Civil Rights Act; f) California’s Disabled Persons Act; and g) California Government Code 11135. Other federal or state fair housing laws may apply in some circumstances.
Dear CAE Housing Accommodations Board,

(Name of patient) is my patient, and has been under my care since (date). I am familiar with (Patient Name)’s history and disability-related functional limitations. (Patient Name) meets the definition of disability within the Fair Housing laws. To enhance (Patient Name)’s ability to live independently in University-owned Housing and to have full use and equal enjoyment of their dwelling, I am prescribing/supporting as essential or necessary (insert accommodation need here):

Example 1: a transfer to a first floor unit.

Example 2: an emotional support dog, cat, bird, etc. (be as specific as possible about the kind of animal(s) needed and mention if the patient has the animal(s) already) that will assist (name of patient) with the functional limitations associated with his/her disability.

Specifically, (please provide information demonstrating how the accommodation is needed or necessary to alleviate one or more identified functional limitations, symptoms, and/or effects of an existing disability or how the disability will be exacerbated in the absence of the accommodation):

Example 1: my client has increasing difficulty climbing stairs due to a disability and needs a first floor unit to ensure health and safety AND/OR reduce stress on mobility limitations AND/OR have safer and increased access to laundry facilities AND/OR have safe egress options in event of emergency, etc.

Example 2: the emotional support animal (dog, cat, bird, etc.) is necessary to ease disability-related stress and anxiety OR decrease heart rate OR ameliorate or reduce likelihood of panic episode OR increase capacity for social interaction OR allow for continued health and stability OR increase focus necessary for positive school or work performance OR improve physical, emotional and psychological functioning, etc.

Provided that there are no confidentiality concerns, I am available to answer questions you may have concerning my verification only of (Patient Name)’s request.

Sincerely,

(Signature)

(Name of Professional, and License Information)

2 a) The Federal Fair Housing Act (FHA), as amended by the Fair Housing Amendments Act of 1988; b) Title II and Title III of the Federal Americans with Disabilities Act (ADA), as amended by the Americans with Disabilities Amendment Act of 2008; c) Section 504 of the federal Rehabilitation Act of 1973 (§ 504); d) California’s Fair Employment and Housing Act (FEHA); e) California’s Unruh Civil Rights Act; f) California’s Disabled Persons Act; and g) California Government Code 11135. Other federal or state fair housing laws may apply in some circumstances.