

REQUESTED HANDICAP PARKING SPACES POLICY

In properties that do not normally assign parking spaces, accommodation must be made for assigning specified parking spaces to disabled individuals/household members who make such a request. Any applicant/resident who requests a reserved parking space for a household member's vehicle due to a disability must first provide the following information:

1. Sign and complete an "Options for Applicants or Residents with Disabilities" form (RS-9) and a "Verification of Need for Special Accommodation for Disability" form (RS-10). The requested parking space must be approved by a health-care professional on the RS-10 form, just as for any other accommodation; **and**,
 - a) The applicant/resident must have a handicap placard and related documents issued by the State motor Vehicle Department. The placard and accompanying records must be current. If the date has expired the request for the reserved space will be denied; **or**,
 - b) The vehicle designated to park in the reserved space has an official State Handicapped license plate (please also refer to #5 below).
2. When all of the above information has been received and forwarded to the 504 Coordinator for approval or denial a "Reasonable Accommodation Approval/Denial" letter (RS-8) will be sent directly to the applicant/resident. This process should take no more than 30 days unless the applicant/resident delays providing what is required.
3. Parking spaces designated for individual units must have a standard handicapped parking sign in front of the space. However, there should be an additional sign underneath the handicap sign that states, "This Parking Space is Reserved for Apartment XXX". Both signs shall be painted in the standard handicap colors and style.
4. The applicant/resident may choose to request an accessible ramp. In cases where a ramp is requested and approved by the 504 Coordinator, the Property Manager must coordinate the construction, location and specifications with the Regional Property Supervisor. In cases where a ramp is not requested, the standard space width for the rest of the parking lot will be given.
5. Where the designated vehicle does not have an official State handicapped license plate, the resident is required to display the State handicap placard in the windshield of the vehicle whenever parked in the designated space.

If at any time during this process the applicant/resident has questions or concerns he/she may contact the 504 Coordinator at 505-260-4800 for assistance. The applicant/resident must give the 504 Coordinator the name of the property where they have applied or are currently living so that accurate information can be given.