



Company Policy

Policy Number: 10-120

Date: 8/5/2022

Revision: N/A

Subject: Reasonable Accommodation Policy

Scope: This company policy applies to all employees and contractors for StarPointe Realty Management, LLC (SPRM). Strict adherence to this policy will be enforced.

Application: This company policy is applicable for all situations involving requests for reasonable accommodations for a disability.

A. References:

- a. Federal Fair Housing Act, September 1988
- b. Texas Property Code, Title 15, Chapter 301

B. Definitions:

a. Disability:

- i. A mental or physical impairment that substantially limits at least one major life activity.
- ii. A record of an impairment.
- iii. Being regarded as having an impairment.

b. Reasonable Accommodation:

- i. A reasonable accommodation is a change, adaptation, or modification to a policy, program, service, or workplace which will allow a qualified person with a disability to participate fully in a program, take advantage of a service, or perform a job.
- ii. Reasonable accommodations may include, for example, those which may be necessary in order for the person with a disability to use and enjoy a dwelling, including public and common use spaces.
- iii. Since persons with disabilities may have unique needs due to their disabilities, in some cases, simply treating persons with disabilities exactly the same as others may not ensure that they have an equal opportunity to use and enjoy a dwelling.

c. Reasonable accommodation requests involving assistance animals will be handled as follows:

- i. All applicants or current tenants will be required to make an assistance animal profile at the following website:
 1. sprm.petscreening.com

d. All other requests made by prospective tenants and current tenants for reasonable accommodation will be immediately forwarded to the Operations Manager for review.



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- i. The operations manager will review the request and contact the prospective tenant or current tenant to coordinate for any required paperwork.
- ii. Once all paperwork is reviewed, the operations manager will contact the prospective tenant or current tenant and come to an agreement for the reasonable accommodation.
- iii. The addendum or amendment, whatever is applicable to the situation, will be drafted and sent to all parties for signature.

C. Required paperwork to process a reasonable accommodation request:

- a. Letter from a medical provider stating the need for a reasonable accommodation
- b. Current rabies shot record (Assistance Animals Only)
- c. Amendment to the residential lease for a reasonable accommodation (Current Tenant)
- d. Addendum to the residential lease for a reasonable accommodation (Approved Applicant)

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