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OAE Housing Documentation Guidelines for Providers

Medical providers, please refer to the Housing Accommodation Documentation Guidelines below. Documentation can be faxed (404-471-6083), securely emailed (accessibility@agnesscott.edu) or hand delivered by your client to Buttrick Hall, G13.

Documentation must:

- Be in the form of a **letter or report** from a physician, psychologist, psychiatrist or other medical provider who is **qualified to make the diagnosis** and is **currently treating you** for the disability for which you are requesting a housing accommodation. For example, a psychiatrist would not be an appropriate clinician to provide documentation for a gastrointestinal condition.
- The documentation must be on official letterhead and should be signed and dated within the last two years.
- Include a **specific diagnosis**, a **statement** of your current condition, the **date and a summary of your most recent evaluation**, and the **expected duration** of your condition.
- State the current impact of (or **functional limitations**) imposed by the condition on your living situation.
- Explain **how the condition relates** to your request for a Housing accommodation. There must be a **direct link** established between the condition and your requested housing accommodation.
- Clearly state a **specific housing accommodation** recommendation as a result of the condition.
- Include **possible alternatives** if the requested accommodation is not available.
- Provide evidence the provider is **currently treating you** for the condition for which the accommodation is requested.

Please contact accessibility@agnesscott.edu with questions.