



Tacoma Housing Authority

BP PM – Grievance Process – Informal Review

Request FORM – 2021-04-30

Applicants: Request for Informal Review

Date:

Head of Household Information

Please select the THA program your application was denied for:

- THA Voucher
- THA Property

If denied for a THA property, please specify:

First Name

Last Name

Last 4 Digits of Social Security Number

What is the best way to reach you? (Check all that apply)

Phone Call

Mail

E-mail

Current Address

Address Line 2

City

State

Zip Code

Phone Number

E-mail

Additional Information for Scheduling an Informal Review

What is the best way for us to meet with you?

I would like to meet via video conferencing (i.e. Zoom, Microsoft Teams)

I would like to meet via phone call

I would like to meet in-person (if available)

I am requesting an Informal Review for the following reason(s):

Request for Special Accommodation or Interpretation Services

Check any that apply

I am submitting a Reasonable Accommodation as I believe my disability is a contributing factor in this matter. (You will need to complete a Reasonable Accommodation form)

I will need an interpreter at the Informal Review who can translate to:

I hereby request an Informal Review because I disagree with THA's decision to deny my application for housing assistance. I understand that I must submit any evidence to THA at least one day before we are scheduled to meet.

Head of Household Signature