



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411



**Homes. People. Partnerships. Good.** [www.homesforgood.org](http://www.homesforgood.org)

## INFORMAL SETTLEMENT DISCUSSION REQUEST

As a Public Housing resident, you have a right to an informal settlement discussion (ISD) if you disagree with a Homes for Good decision. If you are not satisfied with the outcome of the ISD, you have the right to request a Formal Hearing. Our Grievance Procedure is available in the lobby of our office at 300 West Fairview Dr. Springfield, OR, on our website, or upon request. The form below is optional but has been created for your convenience and to provide us with enough information to plan an ISD.

We are happy to offer reasonable accommodations so that you may attend and participate in this meeting. Our goal is to make sure you receive the support needed to comply with your lease obligations and enjoy your home.

You are welcome to bring other individuals to the ISD for support or assistance.

Resident Name:	
Address:	
Phone:	Email:
<b>Why are you requesting this meeting?</b>  <input type="checkbox"/> Received lease termination notice <input type="checkbox"/> Received non-payment of rent notice <input type="checkbox"/> Received trespass notice for a guest <input type="checkbox"/> Disagree with maintenance or vacate charges <input type="checkbox"/> Disagree with rent or income calculations <input type="checkbox"/> Denied adding person to household <input type="checkbox"/> Denied reasonable accommodation or modification	
<b>Is there anything we can do to help you attend and participate in this meeting?</b>          	
Resident Signature:	Date:

Feel free to return this form to your Property Manager or Assistant Property Manager, but you may also submit in-person or via mail to: 100 West 13th Avenue. Eugene, OR 97401 or fax: 541-682-3411