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|  | AZ AGO Seal (2015) - Black |  |
| **Mark Brnovich****Attorney General** | **Office of the Arizona Attorney General****Civil Litigation Division** | **Arizona Civil Rights Division** |

**REQUEST FOR POSITION STATEMENT**

You may create your own position statement or use the following form as your position statement. You may supplement this form, if you choose. Your position statement is due to the Arizona Civil Rights Division **ten days** after you receive the complaint. You may submit your position statement by email to CRD\_AZDA@azag.gov or by mail to:

Office of the Arizona Attorney General

Civil Rights Division

Attention: Stephen Scott

1275 West Washington

Phoenix, Arizona 85007

Name of person completing form:

Mailing address: \_\_\_\_\_\_

Phone number:

Email address:

What is the complete legal name and address of the business?

 What service or product does your business offer to customers?

What type of entity is the business?

[ ]  Corporation

[ ]  Partnership

[ ]  Sole proprietorship

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_

Are you the owner or operator of the business? [ ] Yes [ ] No

 If no, please explain your role/title.

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Who has ownership or other interest in the business?

When was the building where you operate your business built?

What is your relationship to the building where you operate your business?

[ ]  Own

[ ]  Lease from another

[ ]  Lease to others

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_

Who owns or is the landlord of the building where you operate your business?

Who owns or is the landlord of the parking lot for the building where you operate your business?

Were any alterations made to the parking lot between September 15, 2010 and March 15, 2012 (for example: striping, restriping, painting, repainting, surfacing, or resurfacing the parking lot or its spaces)?

[ ]  Yes [ ]  No

 If yes, what alterations were made and when?

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Have any alterations been made to the parking lot since March 15, 2012 (for example: striping, restriping, painting, repainting, surfacing, or resurfacing the parking lot or its spaces)?

 [ ]  Yes [ ]  No

 If yes, what alterations were made and when?

 \_\_\_\_\_\_

**It is important to inform the ACRD if you have remedied a violation and you may provide photographs as evidence of your compliance.**

Have you made any recent changes in order to become compliant with either the Americans with Disabilities Act or the Arizonans with Disabilities Act?

[ ]  Yes [ ]  No

 If yes, what changes were made and when?

How many parking spaces are in the lot for the location of the business?

How many of the parking spaces in the lot are ADA accessible?

Is each ADA-accessible space labeled with a sign? [ ] Yes [ ] No

For each ADA-accessible sign, are there at least 60 inches from the ground to the lowest portion of the sign? [ ] Yes [ ] No

How many of the ADA-accessible parking spaces in the lot are van accessible?

Is each ADA van accessible space labeled with a “van accessible” sign? [ ] Yes [ ] No

For each “van accessible” sign, are there at least 60 inches from the ground to the lowest portion of the sign? [ ] Yes [ ] No

If you intend to assert a defense, please describe the defense.

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**Pursuant to Arizona Administrative Code, R10-3-409, the position statement must be signed and affirmed as follows:**

**I declare under penalty of perjury that the foregoing is true and correct.**

**Signature: Date:**

**Printed Name:**

Pursuant to the Arizona Administrative Code, R10-3-409, you may amend your answers at any time during the pendency of the investigation. Please contact the compliance officer assigned to your case to make updates, changes, clarifications, or any other amendments to your answers.

Requests for extension of time to file a position statement will only be granted upon a showing of good cause. Please contact the assigned compliance officer if you need to request additional time.

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