



Pet Application Check List

Tenant name: _____

Date: _____

Unit address: _____

Unit #: _____

City/Zip: _____

Request received by: _____
Housing Authority Representative

[] 1. Animal type: _____ Breed: _____

[] 2. Animal checked on CyberPet on _____, by _____

[] Animal meets weight requirement [] Animal meets temperament requirement.

[] 3. Pet Application packet sent on _____, by _____

Application processed by: _____
Housing Authority Representative

[] 4. Pet application returned on _____, received by _____

[] 5. Verify items received:

[] Veterinarian's statement [] Vaccination records [] City license

[] Spay/Neuter certificate [] Photo of animal

Verified by: _____

[] 6. Schedule an appointment to sign a lease rider to add animal to lease.

A. Appointment date/time: _____

[] 7. Lease rider appointment completed on _____

[] Lease rider [] Tenant signed "Pet Rules" [] Adjustment slip to Finance

[] Data entry [] Deposit paid: \$ _____

Application is: [] Accepted (or) [] Denied

Application process completed by _____ Date: _____