

UNIT:

DUE DATE:

Pet Application Process

Please be advised that before we can approve your application to add a pet to your lease the following steps must be taken:

Your animal must meet all required criteria set forth in the Housing Authority pet policy enclosed. You must return the pet application within 30 days of issue date. If you do not respond within 30 days of the date on this letter your pet application will be withdrawn. **Your pet will NOT be allowed on the premises.**

You must provide all required documentation criteria set forth in the Housing Authority pet policy, which includes:

Vaccination records Spay/Neuter certificate City license Photo of animal

- The animal must meet the Housing Authority weight limit policy of 30 lbs. maximum.
- The animal must meet the Housing Authority "temperament" policy (no aggressive breeds).
- Approval of this animal cannot exceed the Housing Authority **limit of (1) pet per household**.
- Per state law, there is a limit of (2) pets per household for Elderly/Disabled families.

You may NOT keep the animal in your home or on the premises prior to approval. This is a severe violation of your lease and legal action can be taken.

Enclosed you will find the Housing Authority Pet Policy and an "Application to Keep a Pet". Your veterinarian **MUST** complete the top section of the application. When the application is completed you must return it to our office along with copies of the animal's vaccination records, spay/neuter certificate, city license and a digital photograph of the animal. Only after we have received all of your required documentation can we execute a lease addendum giving final approval to your application for a pet. If your pet is too young for the spay/neuter procedure, a Conditional Pet Rider may be approved, with verification of the spay/neuter being provided later.

When your application has been approved, we will contact you to schedule an appointment in our office to pay your pet deposit and to sign a lease addendum.

If you have any questions please contact me at _____ or _____.

Asset Manager