

# SHREWSBURY HOUSING AUTHORITY

## PET POLICY

These are guidelines for the management and residents of Shrewsbury Housing Authority to assist them in meeting the needs of pets, pet owning tenants, non-pet owning tenants, and management responsibilities in the pursuit of health, happiness and peaceful co-existence in a community atmosphere.

These pet guidelines should be used, not abused, by all of the participants in each facility. A clear understanding of the expectation and responsibilities of pet owners and management will ensure the successful introduction of companion animals into Shrewsbury Housing Authority Properties.

### Guidelines

1. Any tenant who wishes to keep a companion animal will inform management in writing. Management reserves the right to check reference for previous pet ownership. If management feels a pet is inappropriate, management will inform tenant. Permission for a specific pet will not be unreasonably withheld. The tenant must sign a Pet Agreement immediately. All pet owners must be able to control their pets via leash, pet carrier or cage.
2. A companion animal will be defined as a common household pet such as a dog, cat, bird, guinea pig, gerbil, hamster, rabbit or fish. Reptiles, and birds of prey are not household pets. Pets, other than cats and dogs, shall have suitable housing, e.g. cages or aquariums.
3. There will be no more than one cat or dog or caged mammal per apartment. A maximum of two birds may be permitted and in the case of fish, no more than one aquarium with a 20-gallon capacity shall be allowed.
4. The mature size of tenant's dogs is normally limited to a weight not to exceed 15 pounds.
5. Dogs of a vicious or aggressive disposition will not be permitted. Due to age and behavioral activities of puppies and kittens, applications for ownership of such young animals shall be more closely reviewed prior to approval.
6. All dogs and cats over the age of six months must be spayed or neutered and have all required shots and is licensed. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become a resident of the development and exceptions will be at Executive Director's discretion.
- 7 Management reserves the right to require dog owners to relocate to a comparable unit

on the ground floor of their building based upon written complaints concerning: 1) the behavior of the dog in the elevator or hallways; or 2) the documented medical conditions of tenants affected by the presence of the dog.

8. Residents are expressly prohibited from feeding or harboring stray animals.

### **Tenant Obligations**

1. The pet owner will be responsible for proper care — good nutrition, grooming, exercise, flea control, routine veterinary care and yearly inoculations. Dogs and cats must wear identification tags and be on a leash when outside unit.
2. The pet owner is responsible for cleaning up after pet inside the apartment and anywhere on development property. Owner should carry a “pooper scooper” and disposable plastic bags. All wastes will be bagged and disposed of in a receptacle determined by management. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet, as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
3. Pet blankets and bedding is not to be cleaned or washed in the laundry room for hygienic reasons.
4. The pet owner will keep the unit and its patio or deck, if any, clean and free of pet odors, insect infestation, waste and litter and maintain the unit in a sanitary condition at all times.
5. The pet owner will restrain the pet and prevent the pet from gnawing, chewing, scratching or other wise defacing doors, walls, windows and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility.
6. Pets are not to be tied outside or left unattended on a patio, deck or porch at any time.
7. Tenants will not alter their unit, patio, deck, or other outside area to create an enclosure for an animal.
8. Pets shall be restrained at all times, when outside apartment on development property. No pet shall be loose in hallways, elevators, community rooms, dining rooms or other common areas.
9. Visitors with pets will be allowed as long as they notify management and generally conform to the policy's guidelines.
10. Pets will not be allowed to disturb the health, safety, rights, comfort or quiet enjoyment of other tenants. A pet will not create a nuisance to neighbors with excessive

barking, whining, chirping, or other unruly behavior.

11. Pet owners will agree to quarterly inspections to be sure pets and units are being cared for properly. These inspections may be reduced or increased in time periods at the manager's discretion.

12. The tenant is responsible for providing management with the following information and documents which are to be kept on file in the tenant's folder:

- a) A color photo and identifying description of the pet
- b) Attending veterinarian's name, address and telephone number
- c) Up to date veterinary certificates of spaying or neutering, rabies, distemper combination, parvovirus, feline VRC, feline Leukemia testing and other inoculations when applicable.
- d) Dog and cat licensing certificates in accordance with local and state law
- e) Two (2) alternate caretakers, their names, address and telephone numbers, who will assume immediate responsibility for the care of the pet should the owner become incapacitated; these caretakers must be verified in writing by signing the lease pet Rider, acknowledging their responsibilities as specified
- f) Emergency boarding accommodations
- g) Temporary ownership (overnight or short term) shall be registered with management under the pet rules and regulations

The tenant is responsible for keeping management informed of any change of information.

### **Management Responsibilities**

- 1. Specific instructions for disposal of pet waste and kitty litter must be posted in each building.
- 3. Facility's rules and regulations of companion animal ownership must be posted and enforced in a fair and just manner.
- 4. Proper record keeping of: owner's and pets' pertinent information, apartment inspections, investigation of complaints, and issuing of warnings, billing for damages, scheduling for repairs, etc.

Management cannot require declawing of cats. As the pet owner is fully liable for all destruction of property management should not anticipate the possibility of damage and

request this very painful procedure.

6. All written complaints shall be referred to the Executive Director for resolution.
7. Upon second notice of a written legitimate complaint from the Executive Director to the tenant, the resident shall be advised that a further notice shall be cause for termination of the Pet Agreement, except that in the case of a serious problem, e.g. a vicious dog, this procedure may be shortened in the interest of public safety.

### **Liability of Pet Owners for Damage or Injury**

**All owners shall be solely responsible for payment and charges due to:**

1. Repairing or replacing damaged areas of the exterior, interior, doors, walls, floor coverings and fixtures in the unit, common areas or other areas damaged by the tenant's pet.
2. Cleaning, deodorizing and sanitizing carpeting and other floor coverings in the unit as necessitated by the presence of the pet.
3. Charges for damage will include materials and labor. Payment plans will be negotiated between management and the pet owner.
4. It is strongly recommended that the pet owner secure personal liability or other insurance and indemnify the property management against pet-related litigation or attorney's fees.

The property management may require pet owners to secure liability insurance, if he/she so elects, as a condition of pet ownership.

With tenants' questions and complaints concerning companion animals. The Executive Director should also monitor how the ownership of pets affects the quality of life for both pet-owning tenants and no-pet owning tenants and reports any recommendations to the management.

### **Protection of Pet**

1. Identification cards, carried in purse or wallet, naming veterinarian and caretaker should be with the pet owner at all times. In the event of a sudden illness or accident, attending authorities would notify management to assist the pet and avoid delay in proper care of the animal.
2. No pet is to remain unattended, without proper care, for more that 24 hours, except in the case of a dog, which shall be no more that 12 hours.
3. If the health or safety of a companion animal is threatened by incapacity or death of

the owner, the Pet Committee and/or management will contact the caretakers designated by tenant.

### **Removal of Pet**

1. If caretakers are unable or unwilling to assume responsibility for the pet and tenant is unable to locate alternate care, the management may enter premise, remove the pet, and arrange for pet care for no less than ten days to protect the pet, Funds for such care will come from the tenant's security deposit. The management may contact the local humane society or animal control facility for assistance in providing alternate arrangements for the care of the pet if the caretaker cannot be located.

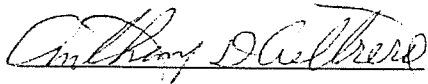
2. Termination of Lease proceedings may be instituted if the pet owner is in violation of these guidelines, which the pet owner has agreed to abide by in signing the pet rider, attached to the lease. Termination of Lease proceedings may also be instituted if the pet owner has been warned three times by the Executive Director.

### **Amendments to Guidelines**

The management may amend these Guidelines from time to time.

Exhibit A, Exhibit B, and Exhibit C are required to be filled out by the tenant.

Approved by the Board of Commissioners on December 10, 2002



Chairman

# EXHIBIT A

## Pet Information

This document must be completely filled out and a side-view picture of the pet must be attached before submitting to management. Written approval from SHA must be received before the pet is permitted on the premises and /or in the dwelling unit.

Name of Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Pet Description: Name \_\_\_\_\_

Breed \_\_\_\_\_

Age \_\_\_\_\_

When Full-Grown: Weight \_\_\_\_\_

Height \_\_\_\_\_

License No. \_\_\_\_\_ Tag Info. \_\_\_\_\_

Picture of Pet? Yes \_\_\_\_\_ No \_\_\_\_\_

If your pet is a cat, has it been declawed? Yes \_\_\_\_\_ No \_\_\_\_\_

Is dog/cat neutered/spayed? Yes \_\_\_\_\_ No \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Parties to assume responsibility if you are unable to do so:

(1) Name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_

(2) Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

## EXHIBIT B PET AGREEMENT

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Shrewsbury Housing Authority and \_\_\_\_\_ (Resident), collectively referred to as "the Parties." In consideration of their mutual promises the Parties agree as follows:

1. Resident desires and has received permission from SHA to keep the pet named \_\_\_\_\_ and described as \_\_\_\_\_ in the dwelling unit.
  
2. This Agreement is an Addendum to and part of the Dwelling Lease between SHA and Resident executed on \_\_\_\_\_, \_\_\_\_\_. In the event of default by Resident of any of the terms of this Agreement and all succeeding leases, Resident agrees, upon written notice of default from SHA to cure the default within the stated time and/or remove the pet and/or vacate the premises. Resident agrees that SHA may revoke the permission to keep said pet on the premises by giving Resident written notice.
  
3. Resident agrees to comply with:
  - A. The Pet Policy
  - B. All other applicable government law and regulations such as but not limited to licensing, ect.
  
4. Resident represents that the pet is quiet and housebroken, and will not cause any damage to property or annoy other residents.
  
5. Resident agrees that the pet will not be permitted outside the resident's unit unless restrained by a leash. Use of the grounds or premises of SHA for sanitary purposes is prohibited except as posted.
  
6. Resident shall not permit the pet to cause any damage, discomfort, annoyance, nuisance, or in any way to inconvenience or cause complaints from any other resident, staff, or neighbor. The Resident shall immediately clean up any soiling created by the pet.

7. Resident agrees to immediately remedy any emergency situations involving pet, (e.g., attack by pet on staff member, another resident, or guest) as SHA determines. Resident agrees to remedy any nuisance or dangerous behavior within three (3) days.
8. Resident will be financially responsible for any flea or other insect infestation that affects his/her own or adjacent units as a result of his/her pet.
9. Any pet left unattended for twelve (12) hours or more or whose health is jeopardized by the Resident's neglect, mistreatment, or inability to care for the animal shall be reported to the appropriate authority. Such circumstances shall be deemed an emergency for the purposes of SHA removing the animal from the premises. SHA accepts no responsibility for any pet so removed.
10. Resident agrees to maintain the pet in a healthy condition and to update the Pet Information form on an annual basis and the time of re-examination.
11. **Resident agrees to hold harmless and indemnify the SHA its Officers, Directors, Agents, and Employees from any and all liability, which may arise on a result of tenant's pet or the pet's behavior.**
12. Resident has read and agrees to comply with the Pet Policies, which are herein incorporated by reference, and agrees to comply with such rules and regulations that are adopted from time to time by SHA in the future.

\_\_\_\_\_  
Shrewsbury Housing Authority

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**EXHIBIT C**  
**Veterinarian's Certification**

Pet Owner's Name \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

ANIMAL NAME \_\_\_\_\_ AGE \_\_\_\_\_

ANIMAL BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

HEIGHT \_\_\_\_\_

Is the animal in good health? YES \_\_\_\_\_ NO \_\_\_\_\_

Is the animal suitable as a pet? YES \_\_\_\_\_ NO \_\_\_\_\_

**TREATMENT:**

Parvovirus \_\_\_\_\_

Distemper \_\_\_\_\_

Rabies \_\_\_\_\_

Heartworm \_\_\_\_\_

Spay/Neuter \_\_\_\_\_

Other \_\_\_\_\_

**COMMENTS:**

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

\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date