

## **Service Animal Reasonable Request Documentation**

Under the Fair Housing Act, an individual with a disability may be entitled to keep a service animal in housing facilities that otherwise do not allow pets. A service animal—a dog—must be permitted as a reasonable accommodation when an individual requires the animal in order to have an equal opportunity to use and enjoy the housing. The assistance the animal provides must relate to the individual's disability.

In order to expedite the processing of the request for accommodation for your Service Animal, please review the following items and provide them to our office.

### **Documents Needed**

1. Per the Fair Housing Act, housing providers may ask individuals who have disabilities that are not readily apparent or known to the provider to submit reliable documentation of a disability and their disability-related need for a service animal

If the disability is readily apparent or known but the disability-related need for the assistance animal is not, the housing provider may ask the individual to provide documentation of the disability related need for a service animal.

We will not ask an applicant or tenant to provide access to medical records or medical providers nor to provide detailed or extensive information or documentation of the person's physical or mental impairments.

Should your disability and/or disability-related need for an assistance animal not be readily apparent, we will require documentation from a medical service provider to answer the following two questions:

- a. Does the person seeking to use and live with the animal have a disability — i.e., physical or mental impairment that substantially limits one or more major life activities?
- b. Does the person making the request have a disability-related need for an assistance animal? In other words, does the animal work, provide assistance, perform tasks or services for the benefit of a person with a disability, or provide emotional support that alleviates one or more of the identified symptoms or effects of a person's existing disability?

2. Please fill out and sign the attached Service Animal Agreement.

3. Please Provide the following documents:

- a. Spay/Neuter verification from the veterinarian who performed the operations.
- b. Shot records showing the animal is up to date on shots.
- c. Copy of rabies tag/documentation.
- d. Copy of dog or other license registration from the municipality where the rental is located, if required by the municipality.
- e. Color photograph of the animal.

## **Service Animal Agreement** (lease attachment)

If a violation of any of the following terms and conditions occurs, the Landlord/Management shall have the right to immediately cancel this agreement, and require Tenant to immediately remove the service animal from the premises. Cancellation of this agreement will not waive Tenant's responsibility for any damages.

**Tenant(s) Name(s)** \_\_\_\_\_

**Rental Address** \_\_\_\_\_

Tenant(s) agree(s) to comply with the following terms and conditions:

1. Only the specific service animal listed and described in this Service Animal Agreement is authorized within the rental (attach photo).
2. Service animal will not cause: danger, damage, nuisance, noise, health hazard, nor soil the rental unit, premises, grounds, common areas, walks, parking areas, landscaping, lawn or gardens. Tenant agrees to clean up after the service animal, and agrees to accept full responsibility and liability for any damage, injury or actions arising from, or cause by their service animal.
3. Tenant(s) will comply with all applicable laws and animal regulations. Tenant(s) will register their service animal and immunize it in accordance with local laws and requirements, and will provide Landlord with proof of registration, licensing, and immunization. Tenant(s) will provide Landlord with documentation records showing that the service animal has been spayed or neutered (applies to all uncaged mammals).
4. Tenant warrants that the service animal is housebroken. Tenant warrants that the service animal has no history of causing physical harm to person or property, such as biting, scratching, chewing, etc, and further warrants that the service animal has/have no vicious history or tendencies.
5. The tenant(s) will observe the following regulations:

**Service Dog** must be controlled at all times. Must be kept on a short leash while in common areas or on the grounds. Barking will not be tolerated. It is considered a nuisance to other tenants and/or neighbors.

**Other Service Animal Type :** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Service Animal Description:**

Kind	Type or Breed	Color	Name	Age	Weight
_____	_____	_____	_____	_____	_____

**Date:** \_\_\_\_\_

**Tenant(s):** (signing jointly and severally)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Landlord/Management**

\_\_\_\_\_  
Name of Landlord

\_\_\_\_\_  
Authorized Signature