



DEARDORF PROPERTY MANAGEMENT, INC.

1310 CR 12 • P.O. BOX 127 • CORUNNA, INDIANA 46730

TDD# IN 800-743-3333 TDD# MI 800-649-3777 TDD# OH 800-750-0750

260-281-2500 FAX 260-281-2770 or 260-281-2191

webinfo@dpmapartments.com • www.dpmapartments.com

**Apartments
Pet Regulations
Effective 11/11/2010**

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- I. Guidelines
- A. No exceptions will be made for any other type of pet. (For examples: snakes, iguanas, gerbils, hamsters, guinea pigs, etc...)
- B. Federal Law requires those residents in communities where a member must use the services of a trained and certified seeing eye or hearing ear animal, be allowed to have that pet in their household. No deposit required for this type of pet.
- C. Disabled¹ residents living in an "Open Family" housing community will not be denied the right to have pets in their household if the following verifications are provided:
If the resident is disabled, the resident must sign the Service/Assistance/ Companion Animal Request Verification that will be submitted to the resident's Health Care Provider by the on site manager. The Service/Assistance/ Companion Animal Request Verification will verify that under the Disabled² definition, a pet is necessary. A Disability verification form must be on file.
- D. **Only one pet (one dog or one cat) is allowed.**
- II. Approval Procedure
- A. Requests to house a pet must be submitted in writing to On-site manager.
- B. If the resident is disabled, the resident must sign the Service/Assistance/ Companion Animal Request Verification that will be submitted to the resident's Health Care Provider by the on site manager. The Service/Assistance/ Companion Animal Request Verification will verify that under the Disabled definition, a pet is necessary. A Disability Verification form must be on file.
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¹ Federal Fair Housing Definition of "Disabled".

Under federal law, an individual is disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment. The term physical or mental impairment includes but is not limited to such diseases and conditions as orthopedic, visual, speech and hearing impairment, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, HIV, mental retardation, emotional illness, drug addiction and alcoholism. This does not include any individual who is currently a drug addict or an alcoholic and is currently using illegal drugs or alcohol (24CFR Part 8.3) and HUD Handbook 4350.3, Exhibit 2-2.

² Same as footnote 1.

- C. Documentation showing that all requirements outlined in Part III of the Apartment Pet Regulations have been met and given to the On-site manager before housing the pet.
- D. Documentation from A, B and C are submitted to the DPM, Inc. office for approval. Permission to have a pet will be given in writing from the DPM, Inc. office to the resident. A File Copy will be sent to the site office.
- E. After Approval the Pet Agreement Form must be signed by the Resident and On-site manager before housing a pet.
- F. The pet deposit for a cat or dog must be paid when the agreement is signed.
- III. Requirements – ONLY ONE PET PER HOUSEHOLD

Dog

- Only one (1) pet per household
- Maximum adult weight 40 pounds (adult weight)
- Must be housebroken
- Must be spayed or neutered
- Must have all required vaccinations
- Must be licensed
- Must take precaution to prevent fleas
- The following aggressive breeds are NOT allowed:

(This list could change without notification.)

1. Pit Bulls
2. Rottweiler
3. Chow Chows
4. Doberman Pinchers
5. German Shepherds
6. Siberian Huskies
7. Persa Canarios
8. Alaskan Malamutes
9. Akitas
10. Boxers
11. Great Danes
12. Wolf-hybrids

Cat

- Only one (1) pet per household
- Must be de-clawed
- Must be spayed or neutered

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice), or (202) 720-6382 (TDD)."



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- Must have all required vaccinations
- Must be trained to the litter box
- Must take precautions to prevent fleas

IV. Pet Deposit

- i. The resident agrees to pay a pet deposit of basic rent. The pet deposit is in addition to the required security deposit for the apartment.
- ii. The pet deposit for a cat or dog must be paid by money order or cashier's check.
- iii. At the termination of this Pet Agreement, pet deposit will be added to the rental agreement security deposit, and disbursed thereafter, as required by law. After the pet deposit is applied to any cost for fumigation, cleaning, deodorizing, de-fleaing, emergency boarding, etc..., any remaining balance will be refunded.

V. Resident Obligations

- i. The resident is totally responsible for the care and cleanliness of any pet on the premises. When outside the unit, animals must be leashed, and may not be left unattended. The resident is responsible for the disposal of kitty litter and "pooper scooping" outdoor waste.
- ii. The resident must provide management with an emergency contact person to care for any pet on a temporary or permanent basis if the resident is no longer able to do so. The resident understands that management will contact this person if the pet is improperly cared for, shows signs of abuse, caused damage to the premises or presents a danger to others.
- iii. The resident acknowledges that Management and/or the Owner are not responsible for any injury or illness to the pet or to any individual from the pet. (Management recommends that the pet's owner obtain liability insurance for the pet. If a problem should arise, insurance will be required.)
- iv. Should the On-site Manager, another resident or staff member consider the pet to be a nuisance (i.e. Making noise for a substantial length of time or at hours which disturb the quiet enjoyment of other residents, or dangerous behavior) to the project, other residents, or other animals, he/she may file a complaint with management or law enforcement officers. The complaint will then be discussed with the pet owner and may lead to management revoking the approval for housing the pet, if the allegations are proven to be true.
- v. With exception of a trained and certified Seeing Eye or hearing ear animal, no pets will be allowed in the community rooms or laundry room. Pets may only accompany the owner as he/she is entering or leaving commons areas. Pets must be on a leash while outside the resident's unit.

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- vi. The resident agrees that, with written notice, these rules may be amended as needed. The resident agrees to management's policy.
- vii. Any pet housed without management's authorization will be considered a lease violation of the resident's lease.
- viii. Visiting pets are not allowed at anytime.
- ix. Pets will be required to be on a leash at all times while walking outside the unit.
- x. No dog houses are allowed.
- xi. NO stakes or leashes placed in the yard.
- VI. Notification Policy
 - i. In the event that any pet owner violates these pet rules, management may revoke the approval for housing the pet.
- VII. Creations of a Nuisance
 - i. The owner of any pet which creates a nuisance upon the grounds or by excessive noise, odor or unruly behavior shall be notified of such nuisance in writing by management and shall be given no more than five (5) days to correct such nuisance.
 - ii. Consistent with local and state ordinances, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct such a nuisance with the five (5) days compliance period.
- VIII. Dangerous Behavior
 - i. Any pet which physically threatens and/or harms a resident, guest, staff member or other authorized person upon the property grounds shall be considered dangerous.
 - ii. Management shall provide written notification to the pet owner of dangerous behavior and the pet owner shall have no more than five (5) days to correct the animal's behavior or remove the pet from the premises.
 - iii. Consistent with local and state ordinances, management shall take appropriate steps to remove a pet from the premises in the event that the pet owner fails to correct the dangerous behavior of his/her pet within the compliance period.
 - iv. ANY PET WHICH CAUSES PHYSICAL HARM TO ANY RESIDENT, GUEST, STAFF MEMBER, OR OTHER AUTHORIZED PERSON PRESENT UPON THE PROPERTY GROUNDS, SHALL BE IMMEDIATELY REMOVED FROM THE PREMISES BY FOLLOWING THE PROPER PROCEDURE THROUGH THE LOCAL AUTHORITIES.

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PET INFORMATION

Property Name: _____

Resident's Name: _____ Unit Number: _____

Pet's Name: _____ Pet's Age: _____

Description of pet: _____

Vet's Name: _____

Vet's Phone Number: _____

Address: _____

*****THIS SECTION MUST BE COMPLETED BY YOUR VETERINARIAN*****

How long have you provided service for this pet? _____

Date pet was spayed, neutered, or declawed: _____

Date of most recent vaccination: _____

Date of flea prevention: _____

Current weight of pet: _____ Weight of pet at adult age: _____

Veterinarian signature: _____ Date: _____

License Number: _____

In case of emergency, the following person should be contacted to care for the pet:

Name: _____ Phone: _____

Address: _____