

## **Assistance Animal Policy**

### **General**

Tenants with physical or mental disabilities may have an assistance animal as a reasonable accommodation, subject to compliance with the requirements set forth in this policy. Individuals requiring assistance animals for a disability-related need must request a reasonable accommodation pursuant to the Reasonable Accommodation Policy. An assistance animal is an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. Assistance animals include emotional support animals, companion animals, service animals, and any animal that meets the above definition.

### **Applications**

Requests for accommodations to have an assistance animal must be submitted to the site manager, and written approval from the site manager must be received, prior to the admittance of an assistance animal into the unit.

Tenants wishing to have an assistance animal must request an accommodation from the Management Office. The Management Office has a Reasonable Accommodation Request form that may be used to make a request. An accommodation can be made either verbally or in writing. If a verbal request is made, the site manager will memorialize the request into writing. If the disability and disability-related need for the assistance animal is visible or obvious, then additional documentation is not required. Requests will be processed within 14 days, provided the site manager has all necessary information to make a decision on the request.

All approvals or denials of all reasonable accommodations for assistance animals will be provided in writing. Any Denial will include the reason(s) for denial. If a reasonable accommodation for an assistance animal is denied, then we will engage in the interactive process to find other viable alternatives. Assistance animals are not allowed to reside on site and within Housing units until the tenant receives approval in written form from the corporate office. If the assistance animal is a dog or cat, the tenant will be required to provide copies of the rabies tag or certificate.

### **Animal Care**

- No assistance animal shall be left unattended in any unit for an unreasonable amount of time.
- Assistance animal owners are liable for any damage done to the unit and other areas of the community by the animals.
- All assistance animal owners shall be responsible for adequate care, nutrition, exercise, and medical attention for their assistance animals.

- All tenants must exercise courtesy with other tenants, including other tenants with tenants with assistance animals and tenants with assistance animals and other tenants with allergies or fear of animals.
- Assistance animals must be kept in control of their owner at all times when they are outside of their dwelling unit and may not be left unattended.
- Tenant(s) shall immediately remove and properly dispose of all animal waste on the grounds.

