

PROCEDURE MANUAL: ADMINISTRATIVE

VOLUME: PROPERTY MANAGEMENT

PROCEDURE TITLE

PERMANENT HOUSING - PET POLICY

PROCEDURE NUMBER

PROP-06

Tenants are permitted to keep "common household pets" in their units but must abide by the Pet Policy, and all other rules of occupancy.

1 All pets must be registered with the Housing Department prior to the pet moving into the apartment or group home. This includes any pet to be kept in the apartment or group home for any length of time. Including Therapy Animals. This registration must be updated annually. If the pet is rejected, Boley Centers will give a tenant and/or prospective tenant written notice along with an explanation of why the pet was refused. Reasons Boley Centers would reject a pet include failure to follow the Pet Rules listed below. Registration of the pet must include the following items.

- A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals, which states that the pet has received all inoculations required by applicable State or local law or regulations
- Information sufficient to identify the pet and to demonstrate that the pet is a common household pet
- The name, address, and phone number of one or more responsible parties who will care for the pet if the pet owner is unable to care for the pet
- An up to date license for any pet that the local County requires to be licensed (for example, all dogs must be licensed).

2 All removable pet waste must be removed and properly disposed of in the exterior dumpsters provided

3 Litter boxes should be cleaned daily and changed weekly. All removable litter box waste must be removed and properly disposed of in the exterior dumpsters provided

4 All cats and dogs must be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the property

5 The term "common household pet" means a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles). No exotic or dangerous animals will be allowed.

6. The number of four-legged, warm-blooded pets allowed is limited to one per apartment setting and to one per group home setting.

7 Roommates must agree on pet care arrangements prior to pet acquisition.

8. For tenants with a dog or cat, the tenant shall pay a refundable pet deposit of \$200 (not applicable to service animals or pets held exclusively in cages or aquariums). This deposit is in addition to the regular security deposit, and will be used to pay expenses directly attributable to the presence of the pet on the property. These expenses include, but are not limited to, the cost of repairs and replacement to the unit, fumigation of the unit, and the cost of animal care facilities. If the tenant is not able to pay this fee prior to housing a pet, he/she must agree and adhere to the following payment schedule:

- A minimum of \$50 at the time of initial registration and prior to housing the pet.
- A minimum payment of \$10 per month until the deposit is paid in full.

9 Pets that become vicious, display symptoms of severe illness, or demonstrate behavior that pose a threat to the health or safety of the tenants must be removed from the premises immediately. If the pet owner refuses to do so, staff may enter the premises, with appropriate notice, to remove the pet in the absence of state or local personnel.

10. All apartment flea infestations must be dealt with immediately.

11 Pets shall weigh no more than 25 lb (not applicable to assistance animals).

12 All Dogs and Cats must be spayed/neutered within 10 days of registration.

13 No pet may be left unattended in an apartment or group home for more than 24 hours.

Tenant Signature

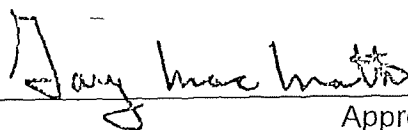
Date

DATE

Issued 11/97

Reviewed. 08/2015

Revised 07/2008

A handwritten signature in cursive script, appearing to read "Jay MacMath", is written over a horizontal line.

Approved

BOLEY CENTERS, INC.

PET REGISTRATION

Tenants are permitted to keep "common household pets" in their units but must abide by the Pet Policy. The Pet Policy requires prior registration of your pet. Please complete the following registration and submit to your housing counselor before acquiring the pet. The Pet Policy is designed to protect you, your neighbor, and your pet. You are encouraged to read the entire Pet Policy.

Please note that an animal that provides a service to an individual with a disability is not a "pet". Please note that documentation of the need for a service animal is required. However, we request that you complete the following registration for the benefit of you and your pet.

Tenant Name: _____

Date

Complex. _____

Address: _____

Telephone Number: _____

Pet Type: _____
(for example, Dog, Cat, Bird, etc.)

Pet Name: _____
(if appropriate)

Approximate Weight of the Pet: _____

A certificate signed by a licensed veterinarian or a State or local authority empowered to inoculate animals, which states that the pet has received all inoculations required by the State or County regulation is required. Do you have such certification?

Yes

No

In Process

Pinellas County requires that all cats and dogs be licensed. Does your pet have a current license?

Yes

No

In Process

Not Required

All dogs and cats are to be spayed or neutered within 10 days of registration. Is your pet spayed or neutered?

Yes

No

In Process

Not Required

Please provide the name, address and telephone number of one or more responsible parties who will care for the pet if you are unable to care for the pet.

Name: _____ Telephone Number _____

Address: _____

Registrations must be renewed annually.

Thank you for your cooperation.