

These rules are intended to serve as pet ownership guidelines for The N. Sheffield Development. Modification of these rules is permitted but must first be cleared by the management and ownership of The N. Sheffield Development and, in some instances, the area office of the U.S. Department of Housing and Urban Development (HUD).

DEFINITION

For the purpose of these pet rules, "pet" is defined as domesticated small animals traditionally kept in the home for pleasure rather than for utility or commercial purposes. Pet is understood to be limited to dogs, litter-box trained cats, birds (specifically parakeets, canaries, or finches), small caged rodents (i.e. hamsters, gerbils, guinea pigs, rabbits), fish and turtles. Exotic animals are not considered "pets". These rules, in compliance with federal regulations, distinguish cats and dogs from other pets as "fur bearing" animals. Except where otherwise indicated, these rules apply principally to dogs and cats.

PET RESTRICTIONS

No more than **one** fur-bearing pet is permitted in an apartment. There may be no more than two birds or small caged animals per apartment. No limit is placed on the number of fish; however, the size of the fish tank may not exceed 10 gallons.

LOCATION OF PETS WITHIN THE BUILDING

Pets shall not be brought into public lobbies or other public gathering spaces. When dogs or cats are moved through the building, they must be leashed and moved from the resident's apartment to the nearest outside exit in a way that does not interfere with other residents.

SIZES

Dogs shall weigh no more than 25 pounds at time of **maturity** and stand no more than 15 inches at the shoulder. Pets acquired as puppies shall be understood to mature at the height and weight not to exceed these height and weight restrictions. American Kennel club's standards shall determine the height and weight after maturity of the breed. A non-documented animal will be assumed to mature to that which has been determined by veterinarian evidence to the management in a signed letter.

PET DEPOSIT

Each dog and cat owner must provide a pet security deposit in the amount of **\$300** in addition to the standard rental security deposit for your apartment. This deposit shall be maintained in a separate account as provided for by state law and HUD regulations for the maintenance of security deposits. The amount of the pet deposit is established to reflect the potential cost of replacing carpeting and other furnishings as a result of pet odors, stains and damage at the time of move out.

The pet deposit does not limit the residents' liability for property damages, cleaning, deodorization, and a de-flea treatment, if needed, replacements and/or personal injuries occurring while in current lease. This deposit may be paid with an initial \$100 payment at the

time of pet occupancy and monthly payments of \$20 per month until the \$300 deposit amount has been reached.

Upon termination or residence by the pet owner, or removal of all dogs or cats from the owner's apartment, all or part of the pet deposit will be refunded dependent upon needed repairs and maintenance.

LICENSURE AND TAGS

Every dog and cat must wear the appropriate local animal license, a valid rabies tag and a tag bearing the owner's name, address and phone number. All licenses and tags must be current and renewed on an annual basis, with documentation of licensure and tags kept in the resident's file.

ADMISSION/REGISTRATION

Every dog and cat must be registered with the management before admission and thereafter annually on the anniversary date of admission. Registration of dogs and cats requires proof of current dog or cat licensure, including up-to-date proof of inoculations. Cats must have current inoculations, as appropriate to the species including, but not limited to, feline distemper shots. Dogs shall have certificates of appropriate inoculations for heartworm, parvo virus and rabies. Such tests, vaccines or shots shall be maintained on an annual basis, unless otherwise specified by a veterinarian. A verification letter that a cat or dog has been spayed or neutered is required prior to admission. Evidence of a flea control program and verification of alternate caretakers are also required as discussed below.

Prior to admittance of a pet into the facility, residents will be required to complete the pet registration form, have a photo of the pet by management, and schedule a "pet interview" with management. There is no formal admittance procedure for small birds, small caged animals and fish.

Applicants are encouraged to review and complete the appropriate form for estimating the costs of pet ownership prior to acquiring a pet.

ALTERING

Female dogs and cats over six months must be spayed, and males over eight months must be neutered, unless a letter is received from a licensed veterinarian giving a medical reason why such action is detrimental to the pet's health.

LIABILITY

Residents owning pets shall be liable for the entire amount of all damages to the project caused by their pet and all cleaning, de-fleaing and deodorizing required because of such pet. Pet owners shall be liable for the entire amount of any injury to the person or property or other residents, staff or visitors of the project caused by their pet. Pet owners are required to have insurance that indemnifies the Owner and Management and covers injury to the property or another resident, staff or visitor caused by their pet.

SANITATION

Dogs and cats are required to be “house-broken”. Cats must be litter-box trained and dogs must be able to exercise outside the building. **Pet owners shall be responsible for the immediate clean-up of feces after the exercise of their dog.** Resident dog owners must bag and securely tie dog feces and deposit it in designated trash receptacles. Cat owners shall bag “kitty litter”, tie securely and drop in specified trash receptacles.

FLEA CONTROL

Upon admission of a pet, the pet owner shall file with management proof that a flea control program acceptable to management has been started and will be maintained for a fur-bearing pet.

Thereafter, the owner of a fur-bearing pet shall file at intervals determined by management proof that the pet and/or the apartment is being sprayed for fleas, by an accredited exterminator or as recommended by an exterminator.

NOISE

No pet may make noise that disrupts other residents. Excessively barking and/or whining dogs, and crying or “caterwauling” cats will not be considered acceptable pets.

PET BEHAVIOR

No pet that bites, attacks or demonstrates other aggressive behavior may be kept at The N. Sheffield Development.

LEASHES

Dogs and cats shall be on hand-held leashes at all times outside the confines of the pet owner’s apartment and carried out the building. Pets are not permitted to roam the halls.

ALTERNATE CARETAKER

The pet owner must supply management with the names of at least two persons who will be willing to assume immediate responsibility for the pet in case of an emergency (i.e., when the pet owner is absent or unable to adequately maintain the pet). Written verification of the willingness of these persons to assume alternate caretaker responsibility is required. It is the responsibility of the pet owner to inform the management of any change in the names, addresses or telephone numbers of persons designated as alternate caretakers. Any expenses relating to alternate caretakers are the responsibility of the pet owner.

In cases of emergency, when the management is unable to reach the alternate caretaker(s), the pet owner agrees to allow management to place the pet in an appropriate boarding facility with all fees and costs borne by the pet owner. Within five days of such an emergency, the resident, his agent, family or estate must make arrangements with the holder of said pet as to its disposition and shall be responsible for all obligations, financial and otherwise, in such disposition.

SICK OR INJURED ANIMALS

No sick or injured pet will be accepted for occupancy without consultation and written acknowledgement of a veterinarian as to the condition of the pet's ability to live in an apartment situation.

Acceptance regardless of documentation and consultation is the prerogative of the management. Admitted pets, which suffer illnesses or injury, must be immediately taken for veterinarian care at the resident pet owner's expense.

RULE ENFORCEMENT

Any tenant who receives three letters of violation of these pet rules from The N. Sheffield Development management, will be required, after private conference, to remove the pet from the premises, and provide management with a signed affidavit stating that the dog or cat is no longer on the premises and will not return in the future. Misrepresentation of this affidavit will be grounds for eviction of the resident.

ASSISTANCE ANIMALS

Specially-trained animals to assist the visually and/or hearing impaired and other persons with a disability will not be required to meet the limitations as to pet, size, limitations on overall number within the complex, location of pets, or pet deposit, but will be required to meet all other aspects of these rules and provide proper documentation of the special training. The N. Sheffield Development has separate Assistance Animal Lease Addendum.

COURTESY

The N. Sheffield Development recognizes that pets can be therapeutic for those who enjoy, own and care for them. However, pets can be threatening to others who, for whatever reason, are fearful of, and/or allergic to animals. Please exercise common courtesy of residents and staff in dealing with your pet.

COMPLAINT PROCESS

Management of The N. Sheffield Development has established a system for handling complaints regarding pet ownership. Management will give the pet owner written notification of a pet rule violation or complaint; and will give the owner 10 days to correct the violation. Management may conduct an inspection of the unit after receiving a written complaint of a pet violation. The pet owner has the opportunity to meet with management to discuss the violation. If a meeting is requested, it will be scheduled within 15 days of the violation notice. If the violation was not adequately resolved, management may initiate action to remove the pet or terminate tenancy.

VISITING ANIMALS

Visitors are not permitted to bring pets to the building. This does not apply to service animals.

BABY-SITTING of Others' Animals

'Baby-sitting', caring for, or 'watching' of others' pets or any animals is not permitted at any time.

MANAGEMENT'S DETERMINATION

Management reserves the right to prohibit the admission of any pet in cases where it determines the pet or pet owner will not be able to meet the requirements of these pet rules. For those pets that are refused for residency, the Owner will be notified in writing as to the reason.

I understand that I must abide by these policies.

I am not a pet owner at this time.

_____/_____/20_____
Resident Signature Date

_____/_____/20_____
Resident Signature Date

Pet Registration INFORMATION FORM for ____/____/20____

Resident's Name: _____ Apt No. _____

DAYTIME Phone No.: _____ Alternate Phn: _____

Animal's Name: _____ Age of the Animal: _____

Description : _____

How long have you had this Animal? _____

License No.: _____ City, County tag #: _____

Veterinarian's Name: _____ Phone.: _____

Address city, zip: _____

Date and Evidence of:

Type	Weight	Certificate of Good Health	Rabies	Sex	Height
Dog	_____	_____	_____	_____	_____
Cat	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Type	Distemper	Other shots	Spayed/Neutered	License #
Dog	_____	_____	_____	_____
Cat	_____	_____	_____	_____
Other:	_____			
Bird:	_____			

Fish or Turtle: 1 tank, Aquarium Size _____ Gallons (Vet health does not apply)

Rodent: _____ Type of Cage: _____

Certificate of Good Health

I certify that the above animal(s) is/are in good health.

_____/____/20____

Veterinarian's Signature

Date

License #

Phone

PET Deposit Information

Pet Deposit Payments for: _____ Apt. _____

Date	Amount	Date	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRAFT

Alternate Pet Caretakers Updated: _____

1st Alternate:

Name: _____
Address,
City, ZIP: _____

Daytime phone: _____ **Evening** phone: _____

Cell/other phone: _____

2nd Alternate

Name: _____
Address,
City, ZIP: _____

Daytime phone: _____ **Evening** phone: _____

Cell/other phone: _____

The 1st Alternate named above agrees to pick up my pet and remove it from the property within 10 hours of notice by management, in case of emergency.

If this person is not available within that timeframe, or does not respond to Management's calls within 6 hours, the 2nd alternate will be contacted. This is for the safety and well-being of the pet. Management cannot be responsible for the care of a pet.

Resident: _____ Apt: _____

Date: ____/____/20____