

**NEGAUNEE
HOUSING
COMMISSION**

**PET/ANIMAL
POLICY**

**EFFECTIVE
OCTOBER 11, 2005**

**AMENDMENT #1
EFFECTIVE DECEMBER 17, 2013**

**REVISED OCTOBER 3, 2014
EFFECTIVE NOVEMBER 3, 2014**

EQUAL HOUSING OPPORTUNITY

PET/ANIMAL POLICY

PETS/ANIMALS IN PUBLIC HOUSING

The Negaunee Housing Commission allows pet/animal ownership in its developments. Residents are responsible for any damage caused by their pet/animal, including the cost of fumigating or cleaning their unit. The resident and/or 'Designated Pet/Animal Caregiver', in the case of resident's incapacitation or death, assumes full responsibility and liability for the pet/animal and agrees to hold the Negaunee Housing Commission harmless from any claims caused by their pet/animal. Negaunee Housing Commission has two developments in which the Pet/Animal Policy applies.

- A. Lakeview Apartments Development I MI068001
- B. Lakeview Apartments Development II MI068002

APPROVAL

Residents must have the prior approval of the Negaunee Housing Commission before moving a pet into their apartment. Residents must request approval on the 'Pet/Animal Ownership Form' that must be fully completed. Approval is contingent upon meeting the requirements of this policy, including but not limited to, payment of the pet fee, shots, and assignment of 'Designated Pet/Animal Caregiver' to look after the pet/animal if the owner becomes ill, incapacitated, or dies. A current picture of the pet/animal must be attached to the completed 'Pet/Animal Ownership Form'. Pet/animal registration information must be updated annually. This should be done at the same time as the annual re-certification.

Designated Pet/Animal Caregiver - Before acquiring a pet/animal, the resident must have on file with the Negaunee Housing Commission a 'Designated Pet/Animal Caregiver' who accepts responsibility for the care of the pet/animal in case of the owner's illness, hospitalization, or other times when the owner is absent or no longer able or willing to care for the pet/animal. This information is included on the 'Pet/Animal Ownership Form'. This information must be updated annually, or when the responsible person(s) change.

TYPES AND NUMBER OF PETS

For the purpose of this policy, The Negaunee Housing Commission recognizes a "common household pet" means a domesticated animal, such as dog, cat, bird, or fish that is traditionally recognized as a companion animal and is kept in the home for pleasure. If this definition conflicts with any applicable state or local law or regulation, the state or local law or regulation shall govern.

COMMON HOUSEHOLD PETS ARE DEFINED AS FOLLOWS:

1. BIRD: canary, parakeet, finch and other species that are normally kept caged; birds of prey are not permitted.
2. CAT: Male or female; must be spayed or neutered and declawed.
3. DOG: Male or female; must be spayed or neutered.
Dogs can not exceed 20 pounds in weight and 18 inches high at projected to full adult size.
Some veterinarian's suggestions are: Chihuahua, Cock-A-Poo, Schnauzer, Pekinese, Poodle, Pug, Terrier, or Dachshund
4. FISH: In tanks or aquariums, not to exceed 20 gallons in capacity. Poisonous or dangerous fish are not permitted. A monthly excess utility fee of \$3.00 for electricity will be charged for fish tank/aquarium with filters.

Negaunee Housing Commission allows only one (1) pet per apartment, with the exception of fish.

HUD's Final Ruling allows housing commissions to prohibit "certain types of animals that are classified as dangerous, providing that such classifications are consistent with applicable state and local law."

At no time will the Negaunee Housing Commission approve exotic pets, such as snakes, spiders, monkeys, or game pets. Rodents are NOT permitted. Rodents include, but are not limited to: rats, mice, gerbils, hamsters, guinea pigs, and rabbits.

INOCULATE - SPAY/NEUTER - LICENSE - IDENTIFICATION

Pets/animals must be appropriately inoculated against rabies, distemper, and other conditions prescribed by state and/or local ordinances. They must comply with all other state and/or local public health, animal control, and anti-cruelty laws including any licensing requirements.

Dogs and cats must wear a collar at all times with proof of rabies inoculation attached and an identification tag that bears the animal's name, owner's name, address, and telephone number.

All dogs must be licensed. All dogs and cats must be spayed/neutered. All cats must be de-clawed.

To register the pet/animal and at each annual recertification or at other times deemed necessary by the Negaunee Housing Commission, residents must provide proof of license, a certification signed by a licensed veterinarian or state or local official to attest to the inoculations, a current photograph in color (3 X 5 minimum size), and a current/updated 'Pet/Animal Ownership Form'.

PET FEE

A pet fee of \$200.00 will be charged at the time the Negaunee Housing Commission approves the pet. There will be no adjustments made for pet deposits made prior to October 3, 2014. The pet fee must be paid in full before the pet is allowed into the apartment. The fee is non-refundable. The fee will cover any possible damages to the apartment due to the pet when the family vacates the apartment.

FINANCIAL OBLIGATION OF RESIDENTS

Any resident who owns or keeps a pet/animal in their dwelling apartment will be required to pay for any damages caused by the pet/animal. In addition, any pet/animal related insect infestation in the pet/animal owner's apartment will be the financial responsibility of the pet/animal owner. The Negaunee Housing Commission reserves the right to hire an exterminator and charge the resident.

NUISANCE OR THREAT TO HEALTH OR SAFETY

The pet/animal and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's apartment and surrounding areas.

If the pet/animal poses a nuisance such as, but not limited to, excessive noise, barking, whining, digging, or running loose, the owner will remove the pet/animal from the premises within fourteen (14) days of a request to do so by the Negaunee Housing Commission or face eviction.

A pet that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

Any pet/animal that causes any bodily injury to any resident, guest, visitor, or Negaunee Housing Commission staff member shall immediately and permanently be removed from the premises without prior notification.

Any pet/animal that displays aggressive behavior must be removed from the premises in 14 days upon notice from the Negaunee Housing Commission.

DESIGNATION OF PET/ANIMAL AREAS

Pets/animals must be kept in the owner's apartment or on a leash at all times, when outside their apartment (no outdoor cages may be constructed). Pets/animals will be allowed only in designated areas on the grounds of the development.

The following areas are designated for pet/animal walking and evacuation (toileting).

1. The South area from exit #6. Avoid the area along the clotheslines and picnic tables.
2. The South area adjacent to the patio.
3. The area East of the Lakeview Apartments

When using the above-designated areas, the following guidelines apply:

1. Clean up all droppings and dispose of pet/animal waste properly.
2. Bring the pet/animal a distance away from the buildings' entrance to avoid creating an odor problem by the building.
3. Do not allow your pet/animal to use the same spot daily for urination. (This causes odor and dead grass)
4. Do not allow your pet to urinate on the sidewalk or other pavement surfaces.
5. All pets/animals must be on a leash at all times.

Except for seeing-eye dogs, no pet/animal shall be allowed in the community room, community room kitchen, lounge, laundry room, public restrooms, salon, or office. At no time may any animal be tied up outside the building.

To accommodate residents who have medically certified allergic or phobic reactions to dog, cats, or other pets/animals, those pets/animals may be barred from certain areas of Negaunee Housing Commission. This shall be implemented based on demand for this service.

VISITING PETS/ANIMALS

The Negaunee Housing Commission will NOT allow visiting pets/animals. No guests are allowed to bring their pets on the premises when visiting a resident. No animal that does not live here full time is allowed in the building.

Guest with pets necessary to assist with a disability is the ONLY exception.

The resident who has a guest with an assistive animal must abide by the conditions of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting assistive pet/animals violate this policy or cause the resident to violate the lease, the owner will be required to remove the visiting assistive pet/animal. The lease violation may cause the resident to be evicted.

PET/ANIMAL SITTING

Residents of Lakeview Apartments are NOT permitted to pet/animal sit under any circumstances.

REMOVAL OF PETS/ANIMALS

The Negaunee Housing Commission, or an appropriate community commission, shall require the removal of any pet/animal from a development if the pet/animal's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the development or of other persons in the community where the development is located. This policy also applies to animal behavior in situations when the Negaunee Housing Commission employees or private contractors enter the apartment for inspections, maintenance projects, or modernization projects.

In the event of illness or death of the pet/animal owner, or a situation which would prevent the pet/animal owner from properly caring for the pet/animal, the Negaunee Housing Commission has permission to call the Designated Pet/Animal Caregiver(s) or the local Pet/Animal Law Enforcement Agency to take the pet/animal and care for it until family or friends would claim the pet/animal and assume responsibility for the pet/animal. Any expenses incurred will be the responsibility of the pet/animal owner.

MISCELLANEOUS RULES

A pet/animal may not be left unattended in an apartment for extended periods of time. If the pet/animal is left unattended and no arrangements have been made for its care, the Housing Commission will contact the designated caregiver or the local pet/animal Law Enforcement Agency to take the uncared for pet/animal to be boarded at a local animal care facility at the total expense of the resident.

No pets will be allowed in the lobbies or common areas, except when leaving or entering the building.

Pet/animal bed/bedding shall not be washed in the laundry room of the Negaunee Housing Commission.

All fur bearing pets must wear a flea and tick collar at all times. This rule must be adhered to for the protection of non-pet residents and to assure that serious building issues with infestation are prevented.

Spraying for insects control will continue. The resident must make arrangements for safety of their pet during spraying days. The Commission will not be responsible for allergy, sickness or death of a pet due to bug extermination control.

Residents owning a cat shall maintain waterproof boxes for cat waste. Refuse from the litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner. At no time may a resident dispose of cat litter or waste from the litter box in the toilet.

A pet/animal owner shall physically control or confine his/her pet/animal during the times when Negaunee Housing Commission employees, agents of the Negaunee Housing Commission, or others must enter the pet/animal owner's apartment to conduct business, provide services, enforce lease terms, etc.

If a pet/animal harms to any person, the pet/animal's owner shall be required to permanently remove the pet/animal from the Housing Commission's property. The pet/animal owner may also be subject to termination of his/her lease.

Pet owners are liable for all or any damage or harm caused by their pet. At no time will the Negaunee Housing Commission, the Board of Directors, or its employees be responsible for any injuries or illnesses caused by a resident's pet, that may be inflicted upon another resident's pet or any human being that might be on the Negaunee Housing Commission property. The pet owner assumes all responsibility.

A pet/animal owner who violates any condition of this policy may be required to remove his/her pet/animal within fourteen (14) days of a request to do so by the Negaunee Housing Commission. The pet/animal owner may also be subject to termination of his/her lease.

“THE DOG POTTY” OR “PADS”

“The Dog Potty” or “Pads” are unacceptable means to care for your dog. Resident must take their dog to designated areas for their duties. If the resident is unable to maintain and care for their dog properly, the dog will need to be removed.

Note: The Dog Potty is also known as an indoor dog potty, dog litter box, dog toilet, dog potty box, pet potty or pet pads. No matter what product name it goes by, they are not acceptable at Negaunee Housing Commission.

REQUEST FOR A SERVICE/SUPPORT ANIMAL ACCOMMODATION

The Negaunee Housing Commission has a Request For A Service/Support Animal Accommodation form available that MUST be completed by a licensed physician. The physician would have to be able to answer the question whether or not the animal performs the assistance or provides the benefit needed as a reasonable accommodation for the person with the disability.

EXEMPTIONS

To qualify for an exemption, the following steps must be completed:

- Resident will submit a letter to the Negaunee Housing Commission requesting an exemption. *A seeing-eye dog is exempt from this requirement.*
- Letters from two third-party professionals verifying the need of an assistive animal must be submitted to the Negaunee Housing Commission. *A seeing-eye dog is exempt from this requirement.*
- Resident must complete and submit the ‘Pet/Animal Ownership Form’ to the Negaunee Housing Commission.

The Negaunee Housing Commission will approve or deny the exemption request.

I, the undersigned, acknowledge that I have received Negaunee Housing Commission’s ‘Pet/Animal Policy’.

In signing this agreement, I the resident/pet owner acknowledge and agree:

- That I have read and understand all aspects of this policy –
- That the Negaunee Housing Commission may remove any pet from my apartment, within the scope of this policy, for improper maintenance, with the total expense being assumed by me, the resident –
- That I, the resident, am totally responsible for the animal, and agree that the Negaunee Housing Commission is exempt from any and all responsibility for injury or illness caused by a resident owned pet –

- That I, the resident will provide a documented back-up plan if unable to care for my pet for some reason –
- That this policy shall be a part of my annual lease with the Negaunee Housing Commission –
- That a violation of this policy may be grounds for termination of my lease with the Negaunee Housing Commission –

I have reviewed the entire policy and agree to conform to the same. I acknowledge that this policy has been written to clarify expectations placed upon me as a pet owner, and in respect to other non-pet owner residents residing at the Negaunee Housing Commission. I also understand that a violation of the rules may result in a requirement to permanently remove my pet from the Negaunee Housing Commission within 14 days of notice, or I/we will vacate the apartment. I agree to this policy.

Resident Signature _____

Date _____

PET/ANIMAL POLICY REVISED OCTOBER 2005
EFFECTIVE OCTOBER 11, 2005

Motion: Vice-President Allan Koskey

Support: Commissioner Betty Lukkarinen

ROLL CALL VOTE: Vice-President Allan Koskey yes; Commissioner Betty Hockin yes; Commissioner Robert Sylvester Absent; Commissioner Betty Lukkarinen yes; President Jonelle Collins yes.

PET/ANIMAL POLICY AMENDMENT #1
EFFECTIVE DECEMBER 17, 2013

Motion: Commissioner Irene Nykanen

Support: Vice-President Mike Niemi

ROLL CALL VOTE: Vice-President Mike Niemi yes; Commissioner Jonelle Collins yes; Commissioner Irene Nykanen yes; Commissioner D. Craig Beard absent; President Jim Wickstrom yes.

PET/ANIMAL POLICY REVISED OCTOBER 3, 2014
EFFECTIVE NOVEMBER 3, 2014

Motion: Vice-President Mike Niemi

Support: Commissioner Jonelle Collins

ROLL CALL VOTE: Vice-President Mike Niemi yes; Commissioner Jonelle Collins yes; Commissioner Irene Nykanen absent; Commissioner D. Craig Beard yes; President Jim Wickstrom yes.