

COLUMBIANA METROPOLITAN HOUSING AUTHORITY

PET POLICY

1. **BACKGROUND AND PURPOSE**

SECTION 526 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998 ADDED A NEW SECTION 31, PET OWNERSHIP IN PUBLIC HOUSING, TO THE UNITED STATES HOUSING ACT OF 1937 (42 U.S.C. 14372-3).

SECTION 31 ESTABLISHES PET OWNERSHIP REQUIREMENTS FOR RESIDENTS OF PUBLIC HOUSING OTHER THAN PUBLIC HOUSING DEVELOPMENTS FOR THE ELDERLY OR PERSONS WITH DISABILITIES. CMHA'S POLICY IMPLEMENTS THE REQUIREMENTS OF HUD'S FINAL RULE ON PET OWNERSHIP FOUND AT 24 CFR PART 960, SUBPART G.

IT IS THE POLICY OF THE CMHA TO PERMIT RESIDENTS OF PUBLIC HOUSING TO OWN ONE COMMON HOUSEHOLD PET SUBJECT TO THE REQUIREMENTS OF THE AUTHORITY, IF THE RESIDENT MAINTAINS THE PET RESPONSIBLY; IN ACCORDANCE WITH APPLICABLE STATE AND LOCAL PUBLIC HEALTH, ANIMAL CONTROL, AND ANTI-CRUELTY LAWS AND REGULATIONS; AND IN ACCORDANCE WITH THIS POLICY. THIS ONE PET LIMIT IS APPLICABLE TO FAMILIES, REGARDLESS OF THE UNIT SIZE IN WHICH THEY RESIDE.

MOST IMPORTANT TO THE CMHA IS TO ENSURE THAT PET OWNERSHIP WILL NOT BE INJURIOUS TO PERSONS OR PROPERTY, OR VIOLATE THE RIGHTS OF ALL RESIDENTS TO CLEAN, QUIET AND SAFE SURROUNDINGS.

PETS THAT ARE PERMITTED BY THE CMHA INCLUDE:

- BIRDS INCLUDING CANARY, PARAKEET, FINCH AND OTHER SPECIES THAT ARE NORMALLY KEPT CAGED. BIRDS OF PREY ARE NOT PERMITTED.
- FISH TANKS OR AQUARIUMS ARE NOT TO EXCEED 10 GALLONS IN CAPACITY. POISONOUS OR DANGEROUS FISH ARE NOT PERMITTED. ONLY ONE TANK OR AQUARIUM IS PERMITTED PER APARTMENT.
- DOGS NOT TO EXCEED TWENTY-FIVE POUNDS AT TIME OF MATURITY. DOGS THAT ARE TRAINED OR BRED FOR ATTACK PURPOSES ARE NOT PERMITTED. ALL DOGS MUST BE NEUTERED OR SPAYED.
- CATS ALL CATS MUST BE BOX-TRAINED, AND NEUTERED OR SPAYED

2. REGISTRATION

EVERY PET MUST BE REGISTERED (SEE ATTACHMENTS 1, 2, AND 3) WITH THE HOUSING AUTHORITY'S MANAGEMENT PRIOR TO MOVING THE PET INTO THE UNIT AND UPDATED ANNUALLY THEREAFTER. ATTACHMENT 1 IS THE APPLICATION FOR PET OWNERSHIP. IT MUST BE COMPLETED AND SIGNED BY THE PET OWNER. ATTACHMENT 2 IS THE ANNUAL SPONSOR CERTIFICATION. CMHA REQUIRES THAT PET OWNERS BE "SPONSORED" BY TWO INDIVIDUALS, WHO CAN ASSUME RESPONSIBILITY FOR THE PET IN THE EVENT THAT IT BECOMES NECESSARY. THESE FORMS MUST BE SIGNED BY THE SPONSORS AND NOTARIZED. ATTACHMENT 3 IS THE PET OWNER CERTIFICATION FORM, WHICH THE PET OWNER MUST SIGN.

PET REGISTRATION ALSO REQUIRES THE FOLLOWING:

- A. A CERTIFICATE SIGNED BY A LICENSED VETERINARIAN, OR A STATE OR LOCAL AUTHORITY EMPOWERED TO INOCULATE ANIMALS (OR DESIGNATED AGENT OF SUCH AUTHORITY), STATING THAT THE ANIMAL HAS RECEIVED ALL INOCULATIONS REQUIRED BY THE STATE AND LOCAL LAW, IF APPLICABLE (DOGS, CATS).
- B. PROOF OF CURRENT LICENSE, IF APPLICABLE (DOGS, CATS).
- C. IDENTIFICATION TAG BEARING THE OWNER'S NAME, ADDRESS AND PHONE NUMBER (DOGS AND CATS).
- D. PROOF OF NEUTERING/SPAYING
- E. PHOTOGRAPH (NO SMALLER THAN 3X5) OF PET OR AQUARIUM.
- F. FISH-SIZE OF TANK OR AQUARIUM MUST BE REGISTERED.

3. LICENSES 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.

4. VISITORS AND GUESTS

NO VISITOR OR GUEST WILL BE ALLOWED TO BRING PETS ON THE PREMISES AT ANYTIME. RESIDENTS WILL NOT BE ALLOWED TO PET SIT OR HOUSE A PET WITHOUT FULLY COMPLYING WITH THIS POLICY.

FEEDING OR CARING FOR STRAY ANIMALS IS PROHIBITED AND WILL BE CONSIDERED KEEPING A PET WITHOUT PERMISSION.

5. PET RESTRAINTS

- A. ALL DOGS MUST BE ON A LEASH WHEN NOT IN THE OWNER'S APARTMENT. THE LEASH MUST BE NO LONGER THAN THREE FEET.
- B. CATS MUST BE IN A CAGED CONTAINER OR ON A LEASH WHEN TAKEN OUT OF THE OWNER'S APARTMENT.
- C. BIRDS MUST BE IN A CAGE WHEN INSIDE OF THE RESIDENT'S APARTMENT OR ENTERING OR LEAVING THE BUILDING.

6. LIABILITY

RESIDENTS OWNING A PET SHALL BE LIABLE FOR THE ENTIRE AMOUNT OF ALL DAMAGES TO THE HOUSING AUTHORITY PREMISES CAUSED BY THEIR PET AND ALL CLEANING, DEFLEAING AND DEODORIZING REQUIRED BECAUSE OF SUCH PET. PET OWNERS SHALL BE STRICTLY LIABLE FOR THE ENTIRE AMOUNT OF ANY INJURY TO THE PERSON OR PROPERTY OF OTHER RESIDENTS, STAFF OR VISITORS OF THE HOUSING AUTHORITY CAUSED BY THEIR PET, AND SHALL INDEMNIFY THE HOUSING AUTHORITY FOR ALL COSTS OF LITIGATION AND ATTORNEY'S FEES RESULTING FROM SUCH DAMAGE. PET LIABILITY INSURANCE CAN BE OBTAINED THROUGH MOST INSURANCE AGENTS AND COMPANIES.

7. SANITARY STANDARDS AND WASTE DISPOSAL

- A. LITTER BOXES MUST BE PROVIDED FOR CATS WITH USE OF ODOR-REDUCING CHEMICALS.
- B. FUR-BEARING PETS MUST WEAR EFFECTIVE FLEA COLLARS AT ALL TIMES, OR SHOULD BE GIVEN VETERINARIAN APPROVED ONCE A MONTH TREATMENT. SHOULD EXTERMINATION BECOME NECESSARY, THE COST OF SUCH EXTERMINATION WILL BE CHARGED TO THE PET OWNER.
- C. PET OWNERS ARE RESPONSIBLE FOR IMMEDIATE REMOVAL OF THE FECES OF THEIR PET AND SHALL BE CHARGED IN INSTANCES WHERE DAMAGES OCCUR TO AUTHORITY PROPERTY DUE TO PET OR REMOVAL OF PET FECES BY STAFF.
 - I. ALL PETS WASTE MUST BE PLACED IN A PLASTIC BAG AND TIED SECURELY TO REDUCE ODOR AND PLACED IN DESIGNATED GARBAGE CONTAINER AND/OR TRASH COMPACTOR.
 - II. RESIDENTS WITH LITTER BOXES MUST CLEAN THEM REGULARLY. NONCOMPLIANCE MAY RESULT IN REMOVAL OF THE PET. THE HOUSING AUTHORITY RESERVES THE RIGHT TO IMPOSE A MANDATORY TWICE WEEKLY LITTER BOX CLEANING DEPENDING ON NEED. LITTER BOX GARBAGE SHALL BE PLACED IN A PLASTIC BAG AND DEPOSITED OUTSIDE THE BUILDING IN THE GARBAGE CONTAINER AND/OR TRASH COMPACTOR.

- D. ALL APARTMENTS WITH PETS MUST BE KEPT FREE OF PET ODORS AND MAINTAINED IN A CLEAN AND SANITARY MANNER. PET OWNER'S APARTMENTS MAY BE SUBJECT TO INSPECTIONS ONCE A MONTH.

8. GENERAL RULES

THE RESIDENT AGREES TO COMPLY WITH THE FOLLOWING RULES IMPOSED BY THE HOUSING AUTHORITY:

- A. NO PET SHALL BE TIED UP ANYWHERE ON AUTHORITY PROPERTY AND LEFT UNATTENDED FOR ANY AMOUNT OF TIME.
- B. PET OWNERS WILL BE REQUIRED TO MAKE ARRANGEMENTS FOR THEIR PETS IN THE EVENT OF VACATION OR HOSPITALIZATION.
- C. DOG HOUSES ARE NOT ALLOWED ON AUTHORITY PROPERTY.

9. PET RULE VIOLATION AND PET REMOVAL

- A. IF IT IS DETERMINED ON THE BASIS OF OBJECTIVE FACTS, SUPPORTED BY WRITTEN STATEMENT, THAT A PET OWNER HAS VIOLATED A RULE GOVERNING THE PET POLICY, THE COLUMBIANA METROPOLITAN HOUSING AUTHORITY SHALL SERVE A NOTICE OF PET RULE VIOLATION ON THE PET OWNER. SERIOUS OR REPEATED VIOLATIONS MAY RESULT IN PET REMOVAL OR TERMINATION OF THE PET OWNER'S TENANCY, OR BOTH.
- B. IF A PET POSES A NUISANCE SUCH AS EXCESSIVE NOISE, BARKING, OR WHINING WHICH DISRUPTS THE PEACE OF OTHER RESIDENTS, THE OWNER WILL REMOVE THE PET FROM PREMISES UPON REQUEST OF MANAGEMENT WITHIN FORTY-EIGHT HOURS. NUISANCE COMPLAINTS REGARDING PETS ARE SUBJECT TO IMMEDIATE INSPECTIONS.
- C. IF A PET BECOMES UNABLE EITHER THROUGH HOSPITALIZATION OR ILLNESS TO CARE FOR THE PET AND THE PERSON SO DESIGNATED TO CARE FOR THE PET IN THE PET OWNER'S ABSENCE REFUSES OR IS UNABLE PHYSICALLY TO CARE FOR THE PET, THE COLUMBIANA METROPOLITAN HOUSING AUTHORITY CAN OFFICIALLY REMOVE THE PET. THE AUTHORITY ACCEPTS NO RESPONSIBILITY FOR PETS SO REMOVED.

10. RULE ENFORCEMENT

VIOLATION OF THESE PET RULES WILL PROMPT A WRITTEN NOTICE OF VIOLATION. THE PET OWNER WILL HAVE SEVEN DAYS TO CORRECT THE VIOLATION OR REQUEST AN INFORMAL HEARING AT WHICH TIME THE AUTHORITY'S GRIEVANCE PROCEDURE WILL BE FOLLOWED.

11. GRIEVANCE

MANAGEMENT AND RESIDENT AGREE TO UTILIZE THE GRIEVANCE PROCEDURE DESCRIBED IN THE LEASE AGREEMENT TO RESOLVE ANY DISPUTE BETWEEN RESIDENT AND MANAGEMENT REGARDING A PET.

12. PET DEPOSIT

THERE IS A **\$300.00 PET DEPOSIT** THAT IS REQUIRED WHEN YOU GET A PET. CMHA WILL REFUND THE **PET DEPOSIT** WHEN YOU MOVE OUT; AFTER DEDUCTING ANY CHARGES THAT MAY OCCUR FROM DAMAGES FROM THE PET. THE CMHA WILL COMPLY WITH APPLICABLE STATE AND LOCAL LAW AS TO RETENTION OF THE DEPOSIT, INTEREST AND RETURN OF THE DEPOSIT OR PORTION THEREOF TO THE RESIDENT AND ANY OTHER APPLICABLE REQUIREMENTS.

13. EXCEPTIONS

THIS POLICY DOES NOT APPLY TO ANIMALS THAT ARE USED TO ASSIST PERSONS WITH DISABILITIES. THIS EXCLUSION APPLIES TO ANIMALS THAT RESIDE IN THE DEVELOPMENT, AS WELL AS ANIMALS USED TO ASSIST PERSONS WITH DISABILITIES WHO VISIT THE DEVELOPMENT. PETS USED FOR THE PURPOSE OF AIDING RESIDENTS WITH DISABILITIES MUST HAVE APPROPRIATE CERTIFICATION.