

**PET POLICY – Calumet Apartments
(Part of Non-Standard Lease Provisions)**

HOUSING AUTHORITY OF THE CITY OF FOND DU LAC

DATE ADOPTED: May 9, 2016

PURPOSE: The purpose of this policy is to establish procedures for the Housing Authority and tenants regarding pets.

PETS IN ASSISTED HOUSING:

The Housing Authority of the City of Fond du Lac allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. All State and local laws shall be enforced regarding pets.

APPROVAL:

Residents **must have prior written approval** of the Housing Authority **before moving** a pet into their unit. Residents must request approval on **the Authorization for Pet Ownership Form** that must be fully completed before the Housing Authority will approve the request. Residents must give the Housing Authority a picture of the pet so it can be identified if it is running loose.

PETS PERMITTED:

Common household pets are acceptable as follows:

The only pets allowed are a cat, certain birds, hamster, guinea pig, gerbil and fish that are traditionally kept in the home for pleasure rather than commercial purposes. **A dog or rabbit are not allowed.** All other animals, insects or reptiles including but not limited to a ferret, rat, mice, rabbits, pot-bellied pig and a snake are not allowed. Macaw and Cockatoo birds are not allowed.

Tenants are not permitted to have more than one type of pet (unless the pet is fish). In the case of fish, a tenant can have two types of pets.

Cat - maximum number: 1

Birds - maximum number: 2 (must be caged at all times)

Rodents - maximum number: 2 (guinea pig, hamster or gerbil ONLY) - (Must be caged at all times)

Fish - maximum number is one 55-gallon fish tank

PET SECURITY DEPOSIT:

A refundable Pet Security Deposit in the amount of \$100 shall be paid for a cat if the resident had the pet prior to November 11, 2002.

A refundable Pet Security Deposit in the amount of \$200 must be paid for a cat after November 11, 2002.

The Pet Security Deposit must be paid in full prior to having the pet in the rental unit. Installment payments will not be accepted.

The Pet Security Deposit, less damage will be returned upon termination of tenancy of occupancy even if the pet is removed from the rental unit prior to termination.

RULES AND REGULATIONS:

The Pet Policy and the right of ownership shall be subject to a pet review by the Housing Authority upon every annual recertification.

The resident of the rental unit where the animal is fed and sheltered is defined as the owner, and shall be responsible for meeting the requirements of this Pet Policy. Residents living in a unit owned by the Housing Authority of the City of Fond du Lac **ARE NOT** allowed caring for a pet, which is owned by a non-resident or another resident.

If the owner is absent from the rental unit more than twenty-four (24) hours, the pet must be removed from the premises.

The pet owner must provide a name, address and phone number of a least one responsible party who will care for pet if owner dies or is unable to provide care.

The pet owner shall be solely responsible for damage, destruction or injury caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner. The Housing Authority of the City of Fond du Lac reserves the right to exterminate and charge the resident.

When an animal is taken outside of the owner's rental unit, the animal must be on a leash or caged. At no time shall the animal be left unaccompanied in the yard of the rental unit.

Cats must be licensed yearly with the City of Fond du Lac through the City Clerk's Office. Pet owners must show proof annually of license, distemper and rabies boosters for cats.

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

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

Repeated substantiated complaints by neighbors or the Housing Authority of the City of Fond du Lac personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owners having to remove the pet or move him/herself.

Pets 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 night or day shall be considered a nuisance.

REQUIREMENTS FOR APPROVAL OF OWNERSHIP OF CATS:

A cat over five months of age shall be licensed in accordance with the City of Fond du Lac Animal Control Ordinance Chapter 16, Municipal Code. Cats must wear a license at all times when outside the tenant's unit.

All cats shall be declawed (front claws only) and sterilized.

All pet owners will be subject to a screening process by Housing Authority personnel, which will include, but not be limited to, the suitability of the pet for the rental unit and financial and physical ability of the owner to care for the pet.

Tenants that fail to follow the screening process of a pet are subject to eviction.

All pet owners shall have a sponsor to be responsible for the pet in the event disability or absence of the owner occurs. Sponsors shall remove the pet from the rental unit within 24 hours of notification by the Housing Authority.

The Housing Authority will impose a separate waste removal penalty of \$5 per occurrence for failure to comply with pet rule on waste removal.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner. The litter box must be changed and litter disposed of at least once a week.

REQUIREMENTS OF OWNERSHIP OF CAGED PETS:

For birds, guinea pig, hamster, gerbil or fish no deposit is required. The guinea pig, gerbil, hamster, or bird must be caged at all times.

UNAUTHORIZED PET AREAS AND ANIMAL CONTROL.

Cats shall remain inside a tenant's unit unless they are on a leash and directly controlled.

Pet owners must clean up after their pet and dispose of pet waste in a designated receptacle. There are designated areas outside for pets.

Pets shall be prohibited from the common areas such as lounges, rest rooms, kitchen, laundry rooms, meeting and recreation rooms. Pets will be permitted in the corridors only if accompanied by an adult and restrained by a leash.

Should a pet in a rental unit create a sanitation problem, the Fond du Lac Humane Society will be called and they may order removal of the pet.

Pet bedding shall not be washed in any Housing Authority laundry facilities.

PROCEDURES WHEN PET RULES ARE VIOLATED:

If the Housing Authority determines on the basis of clear evidence, supported by written statements, that a pet owner has violated a pet rule, the Housing Authority may serve a written notice of pet rule violation to the pet owner.

The notice must contain: the pet rule(s) alleged to be violated; a brief factual statement of how the pet violation was determined; a statement that the pet owner has 10 days from the effective date of service of the notice to correct the alleged violation, or to make a written request for a meeting to discuss it; a statement that the pet owner is entitled to be accompanied by another person of his/her choice at the meeting; and a statement that the pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

Meeting with the tenant: If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Housing Authority must establish a mutually agreeable time and place for the meeting. The meeting must take place no later than 15 days from the effective date of the notice, unless the Housing Authority agrees to a later date. As a result of the meeting, the Housing Authority may give the pet owner additional time to correct the violation.

Notice of pet removal: The Housing Authority may issue a notice for the removal of a pet if the pet owner and Housing Authority are unable to resolve the pet rule violation at the meeting; or it is determined that the pet owner has failed to correct the pet rule violation.

Initiation of procedures to terminate a pet owner's tenancy: The Housing Authority must not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless the pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period; and the pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the lease and applicable regulations.

The Housing Authority may initiate procedures at any time in accordance with the provision of the applicable state and local laws. If the state or local provisions conflict with the 10 days that the pet owner is given to correct the violation, then the timeframe that is most beneficial to the pet owner must be followed.

A tenant that violates the pet policy is subject to eviction procedures. This includes but is not limited to having visiting pets, not going through the screening procedure, having more pets than allowed under the policy, having a pet that is not allowed under the Housing Authority policy, not keeping caged pets caged, etc.

ANIMAL BITES:

The pet owner must report all animal bites to the City of Fond du Lac Police Department and Housing Authority within twenty-four (24) hours of occurrence. Should a pet bite a person, the pet must be isolated at a veterinarian's office for ten (10) days for rabies observation at the owner's expense or at the discretion of the police officer.

REMOVAL OF PET:

The Housing Authority of the City of Fond du Lac, or an appropriate community authority, shall require the removal of any pet from a development if the pet'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 unit is located.

In event of illness or death of pet owner, or in the case of emergency which would prevent the pet owner from properly caring for the pet, the Housing Authority of the City of Fond du Lac has permission to call the emergency caregiver designated by the resident or the Fond du Lac Humane Society to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.