

Due date \_\_\_\_\_

Received \_\_\_\_\_

## REQUESTING A REASONABLE ACCOMMODATION

Dear Cambridge Court Apartments

As a person with a disability, I \_\_\_\_\_ [tenants name] am hereby requesting a reasonable accommodation for \_\_\_\_\_ [address of housing for which you wish to be accommodated] pursuant to the Fair Housing Act, 42 U.S.C. 3604, which requires housing providers to make “reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling.”

The accommodation I am requiring is:

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I need this accommodation because:

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\_\_\_\_\_ [explain why you need this accommodation without disclosing the nature or severity of you disability]

Please respond to this reasonable accommodation request in writing within 7 days of receipt.

Sincerely,

\_\_\_\_\_ [your signature]

\_\_\_\_\_ [date]

\_\_\_\_\_ [print your name]

\_\_\_\_\_ [your address]

\_\_\_\_\_ [your telephone number]

# Cambridge Court Apartments

## Things needed on Move-In Day (Service/Support Animal)

- Medical Professional Letter
  - Reasonable Accommodations Request
  - Copy of Vaccination Records      Rabies      Combo
  - Copy of City Licensing (Register at Rexburg Police Department for \$5)
  - Animal Information Sheet
  - Signed Restrictions and Rules
  - Photo
  - Vet Name and Phone Number
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\_\_\_\_\_  
Vet Name

\_\_\_\_\_  
Vet Phone Number

- Emergency Name and Phone Number  
(Must be someone not living in same apt.)

\_\_\_\_\_  
Emergency Name

\_\_\_\_\_  
Emergency Phone Number

# ANIMAL RESTRICTIONS AND RULES

After a request for reasonable accommodation has been submitted and accepted by Landlord, it is the responsibility of Tenant(s) to adhere to all aspects of these animal restrictions and rules. Violation of the restrictions and rules could be cause for eviction. Violation of these rules can result in an eviction of both resident and animal.

- 1) All animals must be licensed with the City of Rexburg per city ordinance. Proof of licensing must be presented to Landlord.
- 2) Animals must receive proper veterinary care as required by state and local laws. Proof of vaccinations must be presented to Landlord.
- 3) Animals must be confined to the Tenant(s) apartment unless with the Tenant(s) on a leash. Animals may not be allowed to roam free on the grounds at any time. No animal may be tied or left unattended in any common areas or on patios. When outdoors, all animals must be on a leash, in a harness or in an animal carrier. Dogs seen without a leash by Landlord or Landlord's representatives may be subject to a \$25 fine per incident.
- 4) Animals shall wear a collar with a tag identifying its owner, with the name and address which includes unit number and telephone number. This tag shall be required in addition to city license, rabies vaccination and any other tag required by law.
- 5) There will be no using the middle grass area or planters against the apartments for any waste (urine or feces) on the property. There is a designated waste area and that area must be used for such activities.
- 6) All Tenants who walk their animals are responsible for immediately cleaning up after their animals and disposing securely bagged animal droppings inside a dumpster. Any representative of the Landlord who sees you walking your animal may ask to see your waste bag. Any Tenant found not cleaning up after his/her animal will be charged as follows:
  - a. \$50 per incident, and at Landlord's discretion, failure to clean up pet waste is grounds for eviction
  - b. \$50 per incident allowing pet to "use the restroom" in non-designated areas. There is no waste/urine to be done in any un-designated grassy area. Should Landlord or representative see the violation, fines will be assessed immediately and Lease Violation Notice will be served.
  - c. All fines must be paid within 24 hours
- 7) No animal shall be allowed to become a nuisance or create any unreasonable disturbance. This includes but not limited to: Personal injury or property damage, continuous noise/barking, offensive odors and aggressive or vicious behavior.
- 8) Landlord will be provided the name and phone number of a contact person who can be called upon to care for the animal in the event of an emergency.
- 9) Animals are not allowed to damage Tenants apartment or any other areas of the building or grounds. Tenants are responsible for any damages the animal causes. Damages include, but not limited to any waste

elimination inside a unit or building, destructive chewing, destructive digging, water damage and/or any source of infestation.

- 10) Tenant(s) will be held financially responsible for the cost of ridding your apartment, the buildings or grounds of any fleas or infestation in the event we determine, in our sole discretion, that Tenant's animal is cause of the problem.
- 11) A photo of animal shall be provided to Landlord for identification purposes only.
- 12) Having a reasonable accommodations accepted does not give Tenant(s) the ability to have guest pets/pet sitting for friends without following the Landlord's Pet Agreement & Application process. Violation of this policy is grounds for \$1000 fine and/or eviction.
- 13) In the event the Tenant(s) has animals who may use the amenities/grounds, the Tenant(s) assumes full responsibility for the supervision of those animals and further assumes full responsibility and risk of bodily injury, death, property damage, economic losses, and any other losses whatsoever which may occur to the animals while the animals are using the amenities/grounds or as a result of the use of the amenities/grounds. It is important for all dog owners to know that they assume full responsibility for their dog's behavior and they use they designated waste areas at their own risk. Tenant is responsible for damage and/or injury inflicted by your dog(s).
- 14) Upon checkout, Tenant(s) agree to do a walk through Black Light check the night before his/her scheduled move-out date to determine if animal has urinated/defecated on the carpet. If such actions are suspected, Landlord will lift up carpet to determine if these actions have "soaked" through to the carpet padding. If it is determined that the animals has made waste in the apartment and has made it through to the pad, Tenant(s) will assume full responsibility for the EPA mandatory replacement of carpet and padding, with all associated costs therein.
- 15) Prior to checkout, Tenant(s) must pay all fees in full pertaining to any and all pet violation(s) before checking out or risk being subjected to collections.
- 16) Tenant(s) agree to permit Landlord to inspect their apartment with a 16 hour advance notice, which may be provided in person, by telephone or in writing at Landlord's option.
- 17) All new tenants will allow a 30 day approval process. We need the packet turned in 30 days before the pet can enter the premises in order to verify each requirement given.
- 18) Tenant will be aware of our right to perform random black light checks on the premises to assure our management that no damage is being done to the carpet.

**I have read the above restrictions and rules concerning animals and agree to their terms. I acknowledge I have received a copy of the Animal Restrictions and Rules.**

Signature of Tenant\_\_\_\_\_ Date\_\_\_\_\_

Signature of Landlord\_\_\_\_\_ Date\_\_\_\_\_

**Animal Information Sheet**

Please complete the following as honest and accurately as possible. These questions are vital to know for the safety of the tenant(s) and/or animals.

Animal Name \_\_\_\_\_

Male/Female \_\_\_\_\_

Type/Breed \_\_\_\_\_

Weight \_\_\_\_\_

Age \_\_\_\_\_

Is animal housetrained? \_\_\_\_\_

Is your animal spayed or neutered? \_\_\_\_\_

Have you had problems leaving your animal alone? \_\_\_\_\_

Does your animal come by name when called? \_\_\_\_\_

Is your animal licensed? \_\_\_\_\_

Is your animal up to date on all applicable shots? \_\_\_\_\_

Do you have a crate for your animal? \_\_\_\_\_

Any medical conditions? \_\_\_\_\_

Any past aggression? \_\_\_\_\_

Name of vet \_\_\_\_\_

Emergency contact name and number: \_\_\_\_\_

(Must be someone not living in same apartment)

By signing this application, you represent and acknowledge that you have answered all the questions truthfully, that you have read and agree to the above restrictions and rules and that you agree to follow them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee