

EMOTIONAL SUPPORT ANIMAL (ESA) REQUEST AND APPROVAL FORM

Signed approval from Residential Administrators must be secured *BEFORE* securing an ESA.

Because having a disability hinders my ability to live alone, I am requesting a reasonable accommodation to have an Emotional Support Animal (ESA). **I will not bring the ESA into my unit until I have secured written approval:**

I am submitting an ESA letter with this request that meets the required contents:

- The ESA letter must be written by a Licensed Medical or Mental Health Professional on official letterhead containing their licensing information
- The letter must prescribe an ESA due to my disability
- The letter must state that having an ESA will help meet my therapeutic needs and enhance my ability to live independently
- Emotional Support Animals are exempt from the pet monthly and deposit fees.

ESA OWNERSHIP RULES (all pet ownership rules apply to ESA's):

- If the ESA is brought into the unit before doing the above listed, the ESA must be re-homed
- No visitors may bring their pets into your unit
- All ESAs must be on leash when outside with ESA owner on property
- ESAs will not be tied up or left outside unattended
- All poop piles must be picked up, bagged, and placed in trash/dumpster
- Litter must be cleaned/replaced on a regular basis, poop bagged and placed in trash/dumpster
- Fleas are to be prevented when possible; treated and removed when found
- ESAs (dogs) must wear the current year's license tag
- ESAs must be current on vaccinations
- ESAs must be kept under your control when any staff persons are present in the unit.
- If maintenance has given 24 hour notice to enter, you must be present with the ESA (dog) under your full control when they arrive and while they are in your unit or you must leave the unit, taking the ESA (dog) with you, notifying them that you have done so. Maintenance will not enter a unit with the possibility of an unsupervised ESA (dog) being present.
- ESAs must be provided food, clean water, and shelter from potentially harmful (cold or hot) weather
- If ESA owner needs to be away from the unit for more than 12 hours, arrangements must be made within 12 hours of leaving for someone to provide adequate food, water, and to take outdoors or have access to a litter box. If these arrangements occur, ESA owner must notify RA Inc of the circumstances.
- If ESA is left unattended for more than 12 hours, with no alternate care arranged, the county animal control officer will be notified and your ESA will become at risk of removal.
- Initially & annually thereafter, must submit proof of vaccinations and dog license tag

Residential Administrators, Inc.

With my ESA request signature below:

- I understand and accept that the provisions of this lease addendum becomes a legally-binding and fully-enforceable part of my lease with Residential Administrators, Inc.
- I have included an ESA Letter with my request for approval
- Once approved. I will inform all staff who enter my unit that I have an ESA immediately.
- Complete a brief description if you have a particular ESA in mind:
(name, age, gender, weight, where you are securing it from)

- I will submit a photo, the ESA's name and proof of vaccinations within 30 days of ESA ownership
- I understand that infraction of any of these rules may result in termination of rental assistance.

Tenant _____ **Date** _____

Address: _____

ESA Ownership Request has been approved:

Landlord/Agent _____ **Date** _____