

**CORTLAND HOUSING AUTHORITY
PET AGREEMENT/POLICY**

Dear Tenant,

Part 8 of the Pet Agreement states: " **All pets shall be registered when acquired and annually thereafter at the Housing Authority's management office. Registering a dog/cat requires proof of current dog/cat license, if applicable, up-to-date inoculations, identification tag and verification that the animal has been spayed/neutered, and written proof of a satisfactory annual medical checkup by a licensed veterinarian that the animal is pest-free, has no communicable disease(s). Owner shall be responsible for any pest control eradication charges should evidence of flea infestation occur.**"

You must provide this office with the following checked item(s):

- _____ Pet Contract (enclosed)
- _____ Pet Sponsors (2, enclosed)
- _____ Proof that the pet is licensed (dogs only)
- _____ Proof that the pet is up-to-date on inoculations
- _____ Proof that the pet has been spayed/neutered
- _____ Proof that the pet has had a satisfactory annual medical checkup by a licensed veterinarian.
- _____ Proof that the pet is pest free and has no communicable diseases.
- _____ \$200 pet deposit (can be paid in \$50 monthly installments)

You must provide the required information before moving a pet into your apartment.

Take this letter to the veterinarian so the doctor will know what you need.

If you have any questions or concerns pertaining to this matter, please feel free to contact CHA.

Sincerely,

The Cortland Housing Authority

**ADDENDUM
TO CORTLAND HOUSING AUTHORITY
DWELLING LEASE**

**CORTLAND HOUSING AUTHORITY
PET AGREEMENT**

TENANT NAME : _____ TYPE OF PET: _____

TENANT ADDRESS: _____ PET'S NAME : _____

Under this agreement the tenant agrees:

1. To comply with all applicable laws and ordinances of the State of New York and the City/Town of Cortland.
2. Common household pets shall be defined as dogs, cats, birds, fish, rabbits, guinea pigs, hamsters, gerbils and turtles. Exotic pets are prohibited.
3. **Only one animal shall be permitted in each apartment.** Head of household shall be responsible for animal. **No guests may bring pets on the Cortland Housing Authority property.**
4. Tenant shall identify and document willingness of two (2) people who will within one hour after notification, remove and care for the assistance animal in the event of sudden illness, injury or death of the tenant. These two (2) assigned people must sign a document supplied by the Cortland Housing Authority assuming responsibility for the animal. In the event designated party fails to act, the Cortland Housing Authority shall be authorized to cause the removal and disposal of the animal.
5. To place a Pet Security Deposit in the amount of \$200.00 with the Cortland Housing Authority (for cats and dogs only).
6. Tenant shall provide dog/cat with a collar containing a New York State dog license, a valid rabies tag, and a tag bearing the owner's name, apartment number and phone number which must be worn at all times when the animal is not in the tenant's dwelling unit.
7. Female dogs/cats over six months of age must be spayed and male dogs/cats over eight months of age must be neutered.
8. **All** animals shall be registered when acquired and annually there-after at the Housing Authority's management office. Registering an animal requires proof of current license, if applicable, up-to-date inoculations, identification tag and verification that the animal has been spayed/neutered, and written proof of a satisfactory annual medical checkup by a licensed veterinarian that the animal is pest-free, has no communicable disease(s).

Owner shall be responsible for any pest control eradication charges should evidence of flea infestation occur.

9. When out of the apartment, the animal shall be on a leash measuring not more than four (4) feet or carried and under the control of the resident or other responsible individual at all times.
10. Whenever possible, the animal should be carried in and out of the elevator.
11. Tenants owning a cat shall provide a litter tray for the animal's use in his/her apartment and must maintain litter boxes in a sanitary manner. Litter must be wrapped in a securely tied plastic bag and disposed of at least twice a week.
12. Pets shall not be permitted to excrete anywhere in the buildings (other than cats using a litter box in an apartment). The Cortland Housing Authority shall designate an area on the grounds for use of the dogs. Tenants shall be responsible for immediately removing dog feces dropped anywhere, including the designated areas, placing same in a plastic bag and placing same in a designated receptacle.
A separate pet waste removal charge per occurrence will be assessed against pet owners who fail to remove animal waste accordance with the assistance animal policy.
13. Tenant shall ensure that the pet does not make excessive noise which will disrupt the peace of the complex.
14. To dispose of any pet that bites or attacks a person or animal on Housing Authority property.
15. **This pet agreement is only applicable for the animal listed.** It is the responsibility of the tenant to report any changes in writing within 10 days of the change.
16. Violation of this agreement is grounds for termination of tenancy.
17. The tenant further certifies by signing this pet agreement that he/she understands that noncompliance with this pet agreement and/or CHA's pet policy may result in the withdrawal of CHA's approval of the animal or termination of tenancy.
18. The tenant further certifies by signing this pet agreement that he/she has received a copy of CHA's pet policy.

CORTLAND HOUSING AUTHORITY AGREES:

To return the Pet Security Deposit, after termination of the tenancy and restoration of possession to the Cortland Housing Authority or the disposal of the pet, which requires an inspection of the apartment to assess if any damages or destruction to the apartment was caused by said pet. Cortland Housing Authority will provide a written, itemized statement of any and all amounts withheld from the Pet Security Deposit and will use deposit only for damages or destruction caused by said pet.

IT IS THE INTENTION OF BOTH PARTIES TO THIS ADDENDUM THAT IT IS TO BE INCORPORATED INTO THE LEASE AS IF FULLY SET FORTH THEREIN.

CORTLAND HOUSING AUTHORITY

(EXECUTIVE DIRECTOR'S SIGNATURE)
DATE: _____

(TENANT'S SIGNATURE)
DATE: _____

NAME OF TENANT: _____

SPONSOR #1

I, _____, AGREE TO BE RESPONSIBLE FOR THE CARE OF
_____ IN THE EVENT OF SUDDEN ILLNESS, INJURY OR DEATH OF
THE ABOVE TENANT.

I WILL BE RESPONSIBLE TO REMOVE AND CARE FOR THE ABOVE PET WITHIN ONE
HOUR AFTER NOTIFICATION.

I AGREE TO ABIDE WITH CHA'S PET POLICY.

IT IS THE RESPONSIBILITY OF THE TENANT TO PROVIDE THE CHA PET POLICY TO THE
SPONSOR.

IN THE EVENT THE DESIGNATED PARTY FAILS TO ACT, THE CORTLAND HOUSING
AUTHORITY SHALL BE AUTHORIZED TO CAUSE THE REMOVAL AND DISPOSAL OF THE
ANIMAL.

Signature of person accepting sponsorship

HOME ADDRESS (NUMBER and STREET) CELL/TEL.#

HOME ADDRESS (CITY, STATE, ZIP) CELL/TEL.#

WORK ADDRESS (# and STREET) TEL.#

WORK ADDRESS (CITY, STATE, ZIP)

DATE

I, <HH Full Name>, give my permission to CHA to allow the above signed sponsor access to my apartment for purposes of taking my pet to care for it in the event that I am unable to do so.

TENANT SIGNATURE

NAME OF TENANT: _____

SPONSOR #2

I, _____, AGREE TO BE RESPONSIBLE FOR THE CARE OF
_____ IN THE EVENT OF SUDDEN ILLNESS, INJURY OR DEATH OF
THE ABOVE TENANT.

I WILL BE RESPONSIBLE TO REMOVE AND CARE FOR THE ABOVE PET WITHIN ONE
HOUR AFTER NOTIFICATION.

I AGREE TO ABIDE WITH CHA'S PET POLICY.

IT IS THE RESPONSIBILITY OF THE TENANT TO PROVIDE THE CHA PET POLICY TO
THE SPONSOR.

IN THE EVENT THE DESIGNATED PARTY FAILS TO ACT, THE CORTLAND HOUSING
AUTHORITY SHALL BE AUTHORIZED TO CAUSE THE REMOVAL AND DISPOSAL OF THE
ANIMAL.

Signature of person accepting sponsorship

HOME ADDRESS (NUMBER and STREET) CELL/TEL.#

HOME ADDRESS (CITY, STATE, ZIP) CELL/TEL.#

WORK ADDRESS (# and STREET) TEL.#

WORK ADDRESS (CITY, STATE, ZIP)

DATE

I, <HH Full Name>, give my permission to CHA to allow the above signed sponsor access to my apartment for purposes of taking my pet to care for it in the event that I am unable to do so.

Name