

# **PET POLICY & AGREEMENT FOR HOMEBUYERS**

## **STATEMENT OF INTENT:**

It is the intention of the Coquille Indian Housing Authority (CIHA) to comply with all applicable regulations concerning pets in federally-assisted housing. Within this Policy/Agreement, CIHA will outline guidelines, which will govern the keeping of common household pets by Residents. Some of these policies relate to elderly or physically impaired Residents and some are for all Residents. These policies are to ensure pet ownership does not interfere with the rights of all Residents to enjoy clean, quiet and safe surroundings, and to protect CIHA property.

\*RENTERS MAY NOT KEEP PETS, provided that assistance animals will be allowed. For the purposes of this Pet Policy, the term “assistance animals” shall be defined by reference to the definition of that term in ORS 346.680. All references to ORS 346.680 in this Policy are for definitional purposes only, and shall not be construed as an adoption of Oregon law or cession of any authority or jurisdiction to the State of Oregon or any of its subdivisions

## **1. VERIFICATION OF PHYSICAL IMPAIRMENT:**

For physically impaired persons who require an assistance animal, a written verification must be submitted from a physician or other appropriate health care provider, describing the physical impairment and how the assistance animal will alleviate said impairment. For the purposes of this Pet Policy, the term “physically impaired person” shall be defined by reference to the definition of that term in ORS 346.680.

The Resident will provide verification that the animal is appropriately trained and capable of performing the functions that will alleviate the impairment.

## **2. IMPLEMENTATION:**

- a. Prior to a Resident keeping a pet, the pet must be approved by CIHA and this Policy/Agreement must be signed by the Resident and a secondary pet caretaker.
- b. Residents must be physically able to take care of the pet regularly, or must make appropriate arrangements with their assigned secondary pet caretaker.
- c. Residents must agree to pay the cost of any pet-related damage.
- d. The Resident must provide written proof of those items listed under Paragraph 8 (proof of pet registration, shots, etc.) of the Policy/Agreement.
- e. The Resident must follow the rules in the Policy/Agreement.

**As necessary, CIHA may amend the Policy/Agreement to meet HUD regulations and CIHA concerns.**

## **3. SECONDARY PET CARETAKER:**

Each pet owner will provide the name, address and phone number of a person who will act as secondary pet caretaker if the pet owner is unable to take care of the pet. (Secondary pet caretakers can not be renters.) In the event that the secondary pet caretaker cannot be reached or refuses to assist with the pet, the pet will be taken to the Humane Society or its equivalent.

#### **4. PET DEPOSITS:**

The Resident shall pay CIHA a refundable pet deposit of \$100.00 per pet prior to moving into the residence **or** prior to acquiring a new pet. Sums necessary to repair any pet-related damages will be deducted from the deposit. If the sum of the damages exceeds the amount held by CIHA as a deposit, the Resident shall be billed for the overage.

#### **5. TYPES OF PETS ALLOWED:**

Only the following domestic pets will be allowed: small cats, dogs, small caged birds, rodents and fish. There shall be no exotic pets. Birds and rodents must remain caged at all times and are not allowed to roam free in the residence or throughout housing.

#### **6. KENNELS AND DOGHOUSES:**

Any kennels for dogs must be in the back yard, must be constructed of cyclone fencing, and must be approved in advance by CIHA for size, materials, and location.

Larger dogs must have clean, suitable doghouses outside. Prior to building a doghouse or installing one, CIHA approval must be obtained for size, materials, and location.

#### **7. STRAYS AND PET SITTING:**

There shall be no feeding of strays; to do so is considered keeping a pet without permission.

#### **8. REGISTRATION:**

All pets must be registered with CIHA. Registration must be updated annually.

Registration for cats and dogs will include:

- a. A description of the animal, a recent photograph, a license tag number and date of license.
- b. Certification by a veterinarian that the animal:
  1. Has been neutered or spayed.
  2. Has been inoculated against, for dogs, distemper, Parvo, hepatitis, parainfluenza and rabies; for cat, distemper, rhino tracheitis, calcivirus, panleukopenia and rabies.
  3. Is healthy.

- c. The name, address and telephone number of the secondary caretaker.

## **9. LICENSING:**

Dogs are required to be licensed, and must wear an identification collar at all times.

## **10. DISPOSAL OF DOG AND CAT WASTES:**

- a. Wastes must be disposed of in an appropriate, sanitary manner. All animal waste must be immediately picked up and the area thoroughly cleaned by the pet owner. Failure to do so will result in a \$30.00 removal fee per occurrence, and repeated violations will be cause for termination of the rental/lease agreement.
- b. Cats must be trained to use a litter box, which must be plastic and kept inside of the residence.
- c. Cat litter must be disposed of often enough to keep the residence free of odor. The litter when disposed of must be sealed in a plastic trash bag and placed in a trash container.

## **11. LEASHING:**

Dogs must be leashed when outside the residence.

## **12. LEAVING ANIMALS UNATTENDED:**

Dogs and cats may be left unattended in their owner's residence for the day. However, if the time is longer than 24 hours, the owner must have a designated secondary pet caretaker care for the pet. No animal may be left unattended in a common area of housing.

## **13. CONTROL OF PETS:**

Pets shall not be allowed to interfere with the peaceful enjoyment of other Residents or neighbors by barking, howling, screeching, biting, scratching, or other activities.

Pet owners must understand that if their pet displays threatening behavior toward CIHA staff, the staff may refuse to enter a residence in response to a request for maintenance or other assistance. In such a case, staff will require the pet to be put on a leash or be removed from the residence before maintenance will be performed, or other assistance rendered. Any attack by a pet on any person will be grounds for permanent removal of the pet, or eviction of the Resident.

## **14. CONTROL OF FLEAS:**

A Resident who owns a pet and whose residence becomes infested with fleas to the extent it requires treatment to remove fleas will be charged time and materials for the treatment.

## **15. DECEASED PETS:**

Pet owners are responsible for removing a deceased pet within 12 hours of the pet's death. Deceased dogs and cats may not be disposed of in the garbage dumpsters or on housing grounds.

**16. PET BEDDING**

Pet bedding is to be kept clean to avoid odors, fleas, ticks, etc.

**NON-COMPLIANCE:**

Failure by the Resident to adhere to the terms of this Policy/Agreement or by the keeping of any pet whose conduct or condition is duly determined by CIHA to constitute a nuisance or a threat shall result in the Resident being responsible for permanently removing the pet from the community.

**ACKNOWLEDGMENT:**

I hereby acknowledge by my signature appearing below that I have received, read, and understood this Policy/Agreement and will comply with the terms set forth herein.

\_\_\_\_\_

Resident

\_\_\_\_\_

Date

\_\_\_\_\_

Resident

\_\_\_\_\_

Date

\_\_\_\_\_

CIHA representative

\_\_\_\_\_

Date

**COQUILLE INDIAN HOUSING AUTHORITY ANIMAL KENNEL POLICY**

**Purpose:** This policy will set general guidelines for animal kennel materials and building practices. This policy will be used for planning purposes only. The final approval of an animal kennel building project will rest with the CIHA Executive Director.

**1. All animal kennels will have the following characteristics:**

- a. All materials will be weather and rust resistant.
- b. No permanent posts will be set in the ground.
- c. The floor will consist of wood chips or raised wood only. When wood is used a treated wood of .40 retention will be used for on ground purposes, and .25 retention will be used for above ground purposes. A naturally rot and bug-resistant wood such as cedar may be used.
- d. All wire will be of cyclone variety or ornamental (no stock fence or chicken wire).
- e. The maximum height will be 6'.
- f. The maximum length will be 8'.
- g. The maximum width will be 8'.
- h. The structure will not be on or cross property lines.
- i. Structures are permitted in the back yard only, with an 8' set back line.
- j. The structure in no way will attach to the house and will be a minimum of 4' from the house.
- k. A shelter (house) will be permitted inside the kennel, not to exceed 4'x4'x4'.

**2.** All animal kennels must be approved by the CIHA Executive Director, and exceptions to the above characteristics may be granted on a case by case basis at the discretion of the CIHA Executive Director. The application for approval will be at the CIHA office. A \$50, non-refundable deposit will be charged. The homebuyer agrees to maintain the animal kennel in good condition. The homebuyer also agrees to return the lawn to original condition once the animal kennel has been removed. CIHA reserves the right to have the animal kennel removed at homeowner's expense.