



1250 Fifield Street  
Falcon Heights, MN 55108  
{P} 651-646-7526  
{F} 651-646-3319  
{W} [www.umnctc.org](http://www.umnctc.org)

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## Commonwealth Terrace Cooperative Pet Policy Agreement Form

### **PET POLICY: Approved by the CTC Board of Directors and University of Minnesota 11-2010**

- 1) Common domestic pets are allowed under 30lbs with a limit of 2 pets total per apartment, defined below as:
  - A. Indoor only domesticated cats and indoor only pet rabbits. All cats and rabbits must be surgically prevented from breeding. Veterinary documentation of this must be provided and attached to this form.
  - B. Caged animals defined as: Birds (only species that are common household pets), hamsters, gerbils, and guinea pig. These animals are to be kept confined in appropriate cages and restricted from running loose in apartments.
  - C. Aquarium animals such as fish, turtles, and salamanders are permitted providing they live in 50 gallons or less of water and they do not feed on living food (i.e. mice) except for feeder crickets. Aquarium animals are not limited to 2 as stated above. No animals are allowed that are venomous, biting, or pose a threat for infestation. These animals are to be kept confined in appropriate aquariums and restricted from being loose in apartments.
  - D. Service Animals registered with the University Disabilities Services Office will not be subject to limitation on breed and animal type, providing a written letter from the Disabilities Services Office is attached to this form. Residents with Service animals or service animals are still expected to follow the provisions of this Pet Policy as it relates to health and safety issues, animal behavior, cleaning up pet waste, and any damages caused by an animal.
- 2) Commonwealth Terrace Cooperative reserves the right to deny any resident the ability to have a registered pet based on history of breach of lease or any noncompliant prior pet ownership or for any breach of this Pet Policy. The resident must strictly adhere to all aspects of the CTC Pet Policy.
  - A. The resident must submit the Pet Policy Agreement Form with available information prior to obtaining a pet. This form must be completed in the CTC office within 48 hours of obtaining the pet. Bringing a pet, including a visiting animal or pet, into a CTC apartment without completion of all requirements of this Pet Policy Agreement Form will subject the resident to immediate obligation to pay a pet fine of five-hundred dollars (\$500) in addition to the normal pet charges described herein.
  - B. Proof of ongoing vaccinations and spayed/neutering must be provided and a copy kept on file in the CTC Management Office with this form. Vaccination tags must include current rabies tag.
  - C. The resident shall pay a onetime non-refundable pet approval fee of seventy-five dollars (\$75) per apartment with the submission of this form for the first pet. This non-refundable fee is to defray CTC's costs of administrating the pet policy requirements. This is not a damage deposit and does not relieve or excuse any damage caused by a resident's pet. Any damages/charges resulting from pet(s) will be additional expenses and will be the financial responsibility of the resident. Animals listed in 1(B),(C), and (D) are not subject to this fee.
  - D. The resident must have liability coverage for the pet, in their renter's insurance.
  - E. All apartments with registered animals must have the registration sticker displayed on the front storm door.



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3) The resident agrees:

- A. Pets shall be housed inside resident's apartment. Pets are not allowed in hallways, common areas, or outdoors. Caged animals are to be kept in appropriate cages with flooring and liner to prevent any damage to floors and to allow sanitary removal of pet waste.
- B. Pets going into and out of apartments must be in an appropriate container and under the resident's control.
- C. Pets will not be left for extended periods of time in any apartment. In the event that a pet is left alone in an apartment for an extended period of time, due to vacation, illness or other absence, and is not being properly cared for, CTC shall attempt to contact the resident or the emergency contact to remove the animal. If this is not successful, CTC may notify animal control or the Humane Society and shall have the right to have the animal removed. Such action may be taken by CTC without liability to the resident. Any costs for removing the animal if the resident is not present, and arrangements have not been made by the resident for the animal to be removed or cared for, shall be the responsibility of the resident.
- D. The resident is responsible at all times for the actions of their pets or any Service Animal. Pets and animals shall not disturb, annoy, or cause any nuisance to tenants, neighbors, or other members of the community. Residents are responsible for any odors, noise, damage, or other conduct of their animal that disturbs others or damages the premises. Residents that violate this Pet Policy or these obligations may be subjected to notices of breach of lease and policy and/or the requirement that the animal be removed from the apartment. If there is a serious breach of this Pet Policy, the resident has a duty to humanely remove the animal (the animal should not be turned loose, harmed or otherwise mistreated as a result of the removal). If this is not done, residents may be subjected to a fine of \$50 a day until the animal is removed and/or subject to immediate lease termination and eviction.
- E. The resident must be present for all routine or requested maintenance work or have pet appropriately caged while CTC staff are working in the apartment. The presence of a pet may not interfere with the routine pest control treatment of apartments.
- G. Living space where pets are housed will be kept clean, with negligible odor, safe, and free of parasites, including but not limited to, fleas.

4) All pets must be maintained in accordance with applicable state and local laws. Cats must wear current vaccination and identification tags at all times.

5) The resident shall be fully and solely responsible for disposal of pet waste. Pet owners must place soiled litter in tied plastic bags and dispose of bags in outside garbage bins. Failure to dispose of pet waste appropriately will result in a fifty dollar (\$50.00) fine per occurrence.

6) If CTC determines that the presence of a pet constitutes a risk of damage to property or creates a threat to the health and safety of any member of the community, including residents, household members, guests and/or employees, or if a pet attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to immediate removal from the community. If the pet is not removed, the RESIDENT will be considered in breach of the terms & conditions of their lease, and may, be fined \$50/day until the animal is removed, and/or subjected to termination of lease and eviction.



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The undersigned agree that this Pet Policy Agreement incorporated in and made part of the following lease agreement:

Resident Name(S): \_\_\_\_\_

Address: \_\_\_\_\_

Pet Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ (Color picture of pet must be attached to form)

Name of Pet: \_\_\_\_\_

Signature(s) of Resident: \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_