



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/Animal 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 spayed or neutered. 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 or other Disability Assistance 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 sign and follow all other provisions of this Agreement, including providing veterinary documentation of spraying or neutering and 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/animal based on history of breach of lease or any noncompliant prior pet or animal ownership or for any breach of this Pet/Animal Policy. The resident must strictly adhere to all aspects of the CTC Pet/Animal Policy.
  - A. The resident must submit the Pet/Animal Policy Agreement Form with available information prior to obtaining an animal or bring the animal to the CTC premises. Bringing a pet/animal, including a visiting animal or pet, into a CTC apartment will be subject to a \$50 a day fine and is a breach of lease subject to immediate lease termination or eviction.
  - 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. Animals listed in 1(B),(C), and (D) are not subject to this fee. This is not a damage deposit and does not relieve or excuse any damage caused by a resident's



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pet/animal. Any damages/charges resulting from pet(s) or animal will be additional expenses and will be the financial responsibility of the resident and are payable on demand by CTC.

- 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.

3) The resident agrees:

- A. Pets/animals shall be housed inside resident's apartment. Pets/animals are not allowed in hallways, in common areas and may not be kept or brought outdoors unless in an appropriate container, on a leash and under control of resident or a responsible person that is able to control and contain the animal 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/animals will not be left for extended periods of time in any apartment. In the event that a pet/animal is left alone in an apartment for an extended period of time, due to vacation, illness or other cause, and is not being properly cared for, CTC shall attempt to contact the designated animal caregiver named below, the resident, or other emergency contact person for resident to remove the animal. If this is not successful, CTC may notify animal control, the Humane Society, or similar animal rescue group and shall have the right to have the animal removed without liability to the resident. Any costs for removing or caring for 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.
- C. The resident is responsible at all times for the actions of their pets or any Service/Disability 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/Animal 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. Residents are reminded that other tenants, or their family members and guests, may have allergic reactions to animals or may find animals unwelcome or frightening for personal or religious reasons. Residents that own animals, including animals for a disability, are asked to be respectful of the personal beliefs and sensitivity of neighbors. If there is a breach of this Pet/Animal Policy, the resident may be required to remove the animal or be subject to lease termination or eviction. A failure by resident to remove the animal after notice by CTC will result in a fine of \$50 a day until the animal is removed and/or subject to immediate lease termination and eviction.
- D. The resident must be present for all routine or requested maintenance work or have pet/animal appropriately caged while CTC staff are working in the apartment. The presence of a pet/animal may not interfere with the routine pest control treatment of apartments.



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E. Living space where pets/animals are housed will be kept clean, without offensive odor, safe, and free of parasites, including but not limited to, fleas.

4) Cats must wear current vaccination and identification tags at all times. Any license required by a local municipality shall be obtained with proof of license provided to CTC.

5) Resident shall be fully and solely responsible for disposal of pet/animal waste. Pet/animal owners must place soiled litter in tied plastic bags and dispose of bags in outside garbage bins. Litter boxes must be cleaned regularly to prevent odors and litter must never be disposed of in any toilet or other CTC plumbing. Any waste from a service or disability dog must be promptly removed and CTC may require residents to take a service/disability dog to a designated area such as an animal relief area. Failure to dispose of pet/animal waste appropriately will result in a fifty dollar (\$50.00) fine per occurrence.

6) If CTC determines that the presence of a pet/animal has damaged the property or constitutes a risk of damage to property, engages in nuisance or disturbance behavior, or constitutes a threat to residents, household members, guests and/or employees, the animal is subject to immediate removal from the community. If the pet/animal 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.

7) Resident shall provide for proper care of the pet/animal on a daily basis. Any complaints of animal noise, odors, illness, or animal condition or neglect may be grounds for CTC to contact the alternate animal care provider to be designated by resident to make arrangements for the animal to be removed from the property and rehoused. If CTC has reason to believe the pet/animal has been abused, or that the animal is left unattended, or is in need of food, water, or veterinary care, this will also be grounds for CTC to contact the alternate care provider or, in CTC's sole discretion, to contact Animal Control, the Humane Society, or similar animal rescue organization to be placed for adoption or removal without further liability for boarding, caring or otherwise providing temporary care of the animal and without liability for having the animal removed. In addition, CTC will be entitled to contact the police, or other authorities, if it appears the pet/animal has been neglected, abused, or treated in an inhumane behavior.

8) Resident agrees to be responsible for any damages or claims brought by any third person as a result of resident's pet/animal's behavior. Resident agrees to indemnify and hold CTC harmless from any claims brought by any person relating to any damage or injury caused by resident's pet/animal. Such indemnity shall include reimbursing CTC for all costs of defense, including reasonable attorneys' fees, and defending any claim naming CTC as a result of resident's pet/animal.

9) This Pet/Animal Policy Agreement extends only to the animal(s) specifically identified below. If the pet/animal named below dies, or resident ceases to own this pet/animal, a new Pet/Animal Policy Agreement Form must be pursued for ownership of a replacement or future pet/animal.



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The undersigned agree that this Pet/Animal Policy Agreement incorporated in and made part of the lease agreement between CTC and the resident(s) named below:

Resident Name(s): \_\_\_\_\_

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

Animal Alternate Care Provider(s) First Contact Name: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Second Contact Name: \_\_\_\_\_ Phone Number(s) \_\_\_\_\_

Type of Pet/Animal: \_\_\_\_\_ Breed: \_\_\_\_\_

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

Name of Pet/Animal: \_\_\_\_\_

Agreed to:

Agent: \_\_\_\_\_

Resident(s): \_\_\_\_\_

Resident(s): \_\_\_\_\_

Date: \_\_\_\_\_