

**OLIVER MANAGEMENT SERVICES INC.
5713 GRAND AVENUE SUITE B
DULUTH, MN 55807
(218) 628-0311 * FAX (218) 624-2235**

BUILDING _____
ADDRESS _____

DATE _____

PET POLICIES AND PROCEDURES

LIMITATIONS

- A) Pet is not to exceed 30 pounds at maturity or by manager's discretion.
- B) Pets are restricted to pets actually owned by the tenant.
- C) Approved pets are household pets, domesticated animals such as a dog or cat, bird or fish.

SCREENING AND PRIOR ADMITTANCE REQUIREMENTS

- A) Letter of reference on pet will be required from current landlord if applicable.
- B) Owner must provide a statement from a veterinarian, verifying that the pet has the following:
 - 1) All the inoculations current
 - 2) Pet has been spayed or neutered
- C) Owner will have signed agreements from two parties outside of the building to care for the pet off the premises during vacations, illness, and/or hospitalization.
- D) Owner will annually update immunization records and city license requirements of the pet.
- E) A \$300 pet damage deposit is required. Owner will be responsible to pay for damages as assessed. The balance of the deposit will be returned if the pet is no longer on the premises or if tenant moves from the premises at which time the apartment will be inspected and damages, if any, will be assessed and charged against the deposit. Any damages in excess of deposit will be charged to the owner. When the pet moves from the premises, a \$100.00 carpet-cleaning fee will be withheld from the deposit. Any damages in excess of deposit will be charged to owner.

CARE REQUIREMENTS FOR PET OWNERS

- A) Prior to apartment occupancy a cat must be litter trained and a dog must be housebroken.
- B) The apartment must be kept free of animal odors and be maintained in a clean and sanitary manner. Specifically: Dogs are not permitted to defecate or urinate in apartment units or building common areas. Cat litter boxers must be cleaned at least weekly.
- C) All cat litter must be wrapped and secured tightly in a plastic bag and placed in the proper trash container.
- D) Outside of the apartment unit, every dog or cat must be kept on a three-foot leash. The animal must be accompanied by a person who is able to control it.
- E) Owner must have and use a litter clean up device.
- F) Owner must pick up litter from designated building grounds as well as from surrounding public neighborhoods and dispose of it in designated refuse can.
- G) Under no circumstances are management or other tenants in the building responsible for the care of the pet.
- H) Owner will notify designated party (identified in Screen Requirements C) for care of pet if he/she is unable to provide care. Management has the authority to remove unattended pets if the designated parties have not removed the pet as agreed.
- I) Owner will be responsible for keeping the pet from making excessive noise, which disrupts the peace and quiet of any tenant within the facility.

ENFORCEMENT OF POLICIES USED BY MANAGEMENT

- A) Notify tenant of rule violations in writing.
- B) Meet with tenant to discuss violations.
- C) Allow ten days for the tenant to discuss violations.
- D) Three uncorrected violations within a twelve- (12) month period will be grounds for removal of the pet and /or tenant.
- E) A pet that bites or attacks another person will be evicted from the building.

I HAVE READ AND UNDERSTAND THE TERMS OF THE ABOVE POLICIES AND PROCEDURES.

OWNER

APT. #

DATE