



Pet Ownership Policy

Background: Pet ownership by public housing tenants is allowed, subject to compliance with the requirements set forth in this policy.

Applications

Residents wanting to keep pets must apply to the Housing Authority using the Pet Application Form. Applications will be processed within thirty (30) days, provided all required documentation is submitted. Approval and denial of pet applications shall be in writing. Approvals will be accompanied by a lease amendment the resident will be required to sign. Denials will include the reason for denial. Pets are not allowed to reside at Public Housing sites and within Public Housing units until the resident receives authorization from the Housing Authority.

Policy

1. A common household pet means a domesticated cat, dog, bird, or fish. Reptiles and rodents of any kind are prohibited. Pets do not include any wild animal, bird or fish.
2. Each household shall have only one cat or one dog. The limit for birds is one bird cage. Households are limited to one 30 gallon aquarium. Dogs are only allowed in communities with individually secured and enclosed private yards.
3. The pet owner shall have only a cat or a dog. The animal's weight shall not exceed 25 pounds at an adult age and its height shall not exceed fifteen inches.
4. Pet owners shall license their pets yearly with the City of El Paso, Texas. The pet owner will be responsible for proper care - good nutrition, grooming, exercise, flea control, routine veterinary care, microchipping, and yearly inoculations. The pet owner must show HACEP proof of rabies and distemper booster inoculations and licensing annually.
5. Dogs and cats must wear an identification tag collar, and dogs must be leashed when outside the unit. A cat must be under direct physical control when outside of the unit.
6. No pet owner shall keep a pet in violation of state or local health or humane laws or ordinances. Any failure of these pet ownership rules to contain other applicable state or local laws or ordinances does not relieve the pet owner of the responsibility for complying with such requirements.
7. The pet owner shall have his or her cat or dog spayed or neutered before entering the unit and shall pay the cost thereof. A veterinarian shall provide written verification that the spaying or neutering has been accomplished. Exceptions to this requirement shall be granted only upon certification from a veterinarian that permanent harm may result from this procedure due to the pet's age or illness.
8. The pet owner shall house the pet inside his or her dwelling unit. The pet owner shall keep a cat or a dog on a leash or in an animal carrier and an adult shall control the animal when it is taken out of the dwelling unit for any purpose. Pets may not be tied to any fixed object anywhere outside the dwelling unit. The owner of a bird(s) shall confine them to a cage at all times. No pet owner shall allow his or her pet to be loose outside the dwelling unit at any time.
9. No resident shall keep, raise, train, breed, groom, or otherwise maintain any pet at any location,

HACEP does not discriminate against persons with disabilities. If you or anyone in your family is a person with a disability and you require a specific accommodation in order to fully utilize our programs and services, please contact the Equal Opportunity Officer at Voice: 915-849-3742//TDD 915-849-3737

- either inside or outside the dwelling unit for any commercial purpose.
9. No pet owner shall keep a vicious or intimidating pet on the premises (pit bulls or any other vicious or intimidating breeds). The pet owner's declining, delaying or refusing to remove the pet from the premises may result in termination of the Residential Lease Agreement.
 10. No pet owner shall permit his or her pet to disturb, interfere or diminish the peaceful enjoyment of the pet owner's neighbors or other residents. The terms "disturb, interfere or diminish" shall include but not be limited to: barking, howling, biting, scratching, chirping and other activities of a disturbing nature. If the pet owner declines, delays or refuses to remove the pet from the premises, HACEP may terminate the Residential Lease Agreement.
 11. The owner of a cat shall feed the animal at least once per day, provide a sanitary litter box inside the dwelling unit, clean the litter box and take the animal to a veterinarian at least once per year. The pet owner shall not permit refuse from the litter box to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated trash container outside the building where the pet owner lives.
 12. The owner of a dog shall remove the animal's droppings immediately. The pet owner shall not permit dog droppings to accumulate or to become unsanitary or unsightly, and shall dispose of such droppings by placing them in a sack in a designated trash container outside the building where the pet owner lives. Toilets are not designed to handle pet litter. Under no circumstances should any pet debris be deposited in a toilet as blockages will occur. Tenants will be responsible for the cost of repairs or replacements of any damaged toilets or pipes.
 13. The pet owner shall take the precautions and measures necessary to eliminate pet odors within and around the dwelling unit, and shall maintain the dwelling unit in a sanitary condition at all times, as determined by the Residential Lease Agreement.
 14. The pet owner will restrain the pet and prevent the pet from gnawing, chewing, scratching or other wise defacing doors, walls, windows, and floor covering of the unit, other units and common areas, as well as shrubs and landscaping of the facility. The Tenant will incur cost for any such damages.
 15. No pet owner shall alter the dwelling unit or the surrounding premises to create a space, hole, container or enclosure for any pet unless requested in writing and authorized by HACEP.
 16. HACEP staff shall contact proper authorities to enter a dwelling unit where a pet has been left untended for twenty-four (24) hours, remove the pet and transfer it to the proper local facility, subject to any provisions of State or local law or ordinances in this regard. HACEP shall accept neither responsibility nor liability for the pet under such circumstances.
 17. Each pet owner shall pay a refundable pet deposit of one hundred (\$100) and a pet maintenance fee of ten dollars (\$10) per month will be added to the rent amount. There will be no deposit or additional charges for one (1) fish aquarium and/or one (1) bird cage. The pet deposit is not part of the rent payable by the pet owner, and is in addition to any other financial obligation generally imposed on residents of the development where the pet owner lives. HACEP shall use the pet deposit to pay reasonable expenses directly attributable to the presence of the pet in the community, including, but not limited to the cost of repairs and replacements to, and the fumigation of, the pet owner's dwelling unit. The pet maintenance fee shall be used for the upkeep of any common areas that may be damaged by the pets. HACEP shall refund the unused portion of the refundable pet deposit to the pet owner within thirty (30) days after the pet owner moves from the dwelling unit or no longer owns or keeps a pet in the dwelling unit. The monthly pet maintenance fee is not refundable. The pet deposit and pet maintenance fee are not applicable to Assistance Animals.
 18. All residents are prohibited from feeding, housing or caring for stray animals or birds. Such action shall constitute having a pet without permission of HACEP.

19. Each pet owner shall identify an alternate custodian for his or her pet. If the pet owner is ill or absent from the dwelling unit and unable to care for his or her pet, the alternate custodian shall assume responsibility for the care and keeping of the pet, including, if necessary, the removal of the pet from HACEP premises.
20. Should any pet housed in the Authority's facilities give birth to a litter, the residents shall remove from the premises all of said pets except one as soon as the brood is able to survive on their own (up to a maximum of six (6) weeks).
21. The pet owner must make arrangements to secure the pet when HACEP staff needs to enter the unit for repairs or inspections or as needed by HACEP. HACEP staff may refuse to enter a unit to perform tasks if the pet acts in a threatening or dangerous manner.
23. If a resident breaches any of the rules set forth above, HACEP may revoke the pet permit under the Residential Lease Agreement. HACEP may also have grounds for terminating the Residential Lease Agreement.
24. This policy does not govern assistance animals. Please see HACEP's *Assistance Animal Policy* for information regarding assistance animals.



PET OWNERSHIP AGREEMENT

I have read and understand the above Pet Ownership Policy and agree to abide by its requirements. I have given the Manager a photo of my pet. I am also aware that this pet policy does not apply to service animals used to assist a disabled resident.

Resident's Signature

Community Manager's Signature

Printed Name

Printed Name

Date: _____

Date: _____

Type of Animal: _____

Breed: _____

Name of Pet: _____

Description of Pet (color, size, weight, sex, etc.)

Registration No.: _____

Microchip No.: _____

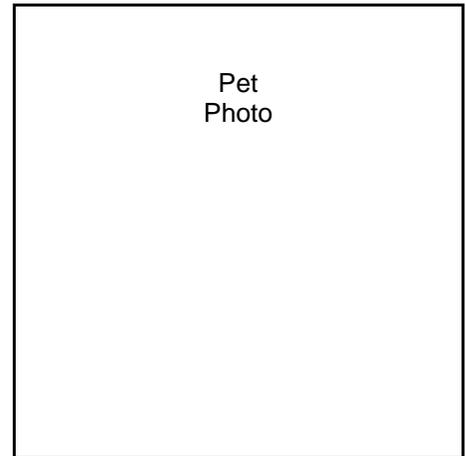
The alternate custodian for my pet is:

Name: _____

Address: _____ City: _____

State: _____ ZIP: _____

Telephone: _____



Refundable Pet Deposit _____
Amount Paid

Date