

**FRANKLIN COUNTY CONSOLIDATED HOUSING AUTHORITY  
(FCCHA) FAMILY HOUSING PET POLICY**

In accordance with HUD regulations, reasonable requirements for Public Housing Authority residents to own pets are established in the Family Housing Pet Policy. This policy applies only to the ownership of pets in public housing as allowed under 24 CFR, Part 960, Subpart G, Pet Ownership in Public Housing. Animals defined as "assistance animals", "service animals", "support animals", "therapy animals", or other animals that assist, support, or provide service to persons with disabilities are specifically excluded from this policy. No exotic, wild or dangerous animals, snakes or any other animal not permitted in residential units by state or local laws, ordinances or this policy may be kept by tenants.

**I. APPROVAL**

A. Criteria Prior to Admittance

Request for permission to have a pet must be submitted, and written approval from FCCHA must be received, PRIOR to admittance of pet into the unit. The Tenant will be required to complete the following forms:

1. Pet Information (see Exhibit A)
2. Pet Agreement (see Exhibit B)
3. Veterinarian Certification (see Exhibit C)

The Tenant and FCCHA must enter into a "Pet Agreement" (Exhibit B). In addition, the Tenant must provide proof of the pet's good health and suitability under the standards set forth in these rules and regulations. For dogs and cats, proof of the animal's licensing and vaccination record, in accordance with state and local laws, etc., must be given to the housing manager prior to the dog or cat being brought into the unit. The licensing and vaccinations must be renewed at the time of Tenant's re-examination or at least annually. Cats and dogs must be neutered or spayed. Proof of spaying or neutering must also be submitted to the housing manager before the pet is brought into the unit. All licenses and tags must be current.

B. Vaccination Requirements

Dogs and cats must have the proper inoculations required by law and be certified by a veterinarian licensed to practice in the State of Tennessee.

All Tenants shall attach a tag to the dog's or cat's collar showing that the animal has been inoculated with anti-rabies vaccine and has been properly licensed. The dog or cat shall wear the collar at all times.

## II. DEFINITIONS

"Pet" shall mean a domestic and common household animal as defined under state and local law, rule, and ordinance, including dogs, cats, birds and fish. However, FCCHA does not permit tenants to own, possess or keep wild or dangerous animals, as determined by FCCHA in its sole and absolute discretion, or as defined by state and local law. By way of example and not limitation, FCCHA considers any pit bull, Rottweiler, or mix including either of these breeds, to be dangerous animals and they are not permitted on FCCHA property. Common household pet shall not include ferrets, monkeys, snakes or other reptiles other than turtles.

"Assistance Animal" shall mean an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability; or animals that provide emotional support that alleviate one or more identified symptoms or effects of a person's disability. Federal regulation requires FCCHA to allow, as a reasonable accommodation, a qualified person with a disability to own and keep an "assistance animal" (also referred to as a service animal or companion animal) on FCCHA's premises. As assistance animal is not considered a pet. All individuals requesting an assistance animal must request an accommodation, in compliance with the FCCHA Reasonable Accommodation Policy, as modified from time to time.

"Dangerous dog" shall mean any dog with a known propensity or disposition to attack, to cause injury to or to otherwise endanger the safety of humans or other domestic animals, or any dog that attacks or bites any person or domestic animal, or is otherwise determined to be dangerous by FCCHA in its sole and absolute discretion.

"FCCHA" shall mean the Franklin County Consolidated Housing Authority, its commissioners, officers, employees, servants and agents.

"Excessive noise" shall be defined as loud and persistent or habitual barking, howling or yelping.

"Family housing" shall mean Lakeview Homes, Garden Park Apartments, Cumberland View Homes, Grant Homes #2, Brookside Village, and Collins Place Apartments, including family public housing that may be developed, bought or acquired in the future.

"Common area" shall mean any area to which all tenants have access, and is not under the direct control of any individual tenant.

"Public area" shall mean any area to which the public has access, and is not under the direct control of any individual tenant.

"Running-at-large" shall be defined as:

- a) Not on the premises of the Tenant's dwelling unit and not controlled through the use of a leash, cord, or chain held by the Tenant; or
- b) On the premises of the Tenant, but confined in such a way as to allow the animal to have access to the public right-of-way.

### **III. PET DENSITY**

- A. No more than one dog or one cat may be kept in any unit.
- B. No more than two small, caged birds may be kept in any unit.
- C. An aquarium for fish may not exceed ten (10) gallons.

### **IV. SIZE**

No pet's mature growth shall exceed 18 inches in height, measured from ground to shoulder, nor weigh more than 30 pounds.

### **V. PET FEE**

- A. A non-refundable pet fee of **\$200.00** will be charged for each dwelling unit where a dog or cat resides. The initial pet fee of **\$100.00** must be paid prior to the pet being brought into the unit. The remaining pet fee will be billed monthly at **\$10.00** until the remaining pet fee balance is paid. The non-refundable pet fee is in addition to the standard rental security deposit. FCCHA reserves the right to change this pet fee amount at any time, consistent with Federal guidelines.
- B. In the event the pet (dog or cat) gets lost, stolen, dies or is otherwise removed from the dwelling unit, a separate non-refundable pet fee of **\$200.00** must be paid for each new pet that the Tenant acquires.
- C. Tenant's liability for damages caused by his/her pet is not limited to the amount of the pet fee. Tenant will be required to reimburse FCCHA for the actual cost of any and all pet damages caused by his/her pet.
- D. Upon move-out, units occupied by a cat or dog will be inspected by the maintenance manager for any infestation or other damage resulting from the pet. If the unit is found to be infested, the extermination charge will be the responsibility of the Tenant. Tenant will be billed for the cost of all damages

caused by the pet, which Tenant must pay within 30 days of receipt of the final statement of move-out charges. The Tenant is permitted, and encouraged, to be present for any and all inspections of their unit.

## **VI. PET RULES**

### **A. Dogs, Cats and Other Animals**

1. Dogs, cats and other animals shall be maintained within the Tenant's unit. When dogs or cats are outside of the unit, they shall be kept on a hand-held leash, cord or chain no longer than six (6) feet and under control by the Tenant at all times. Pets are not allowed in public lobbies, community rooms, laundry rooms, or other public gathering places. Under no circumstances shall any dog, cat or other animal be permitted to run loose in any common area. A dog or cat shall be deemed running loose when it is on the premises of the Tenant, possessor or keeper, but is confined in such a way as to allow the dog or cat to have access to the public right of way, or is outside the unit and is not on a hand-held leash.
2. The unit must be kept free of odors and maintained in a clean and sanitary condition. All animal waste or litter from a cat litter box must be removed daily and disposed of in sealed plastic trash bags and placed in a covered trash can outside the unit. Cages must be cleaned not less than twice a week and the waste disposed of in sealed plastic trash bag and placed in a covered trash can outside the unit. Under no circumstances should any waste be stored inside the unit.
3. Tenant agrees to be responsible for immediately cleaning up any waste, dirt, etc. caused by their pet in the common area, public right of way, and their unit. Tenant shall also be responsible for immediately removing and properly disposing of any pet excreta, feces, urine, etc. Animal excrement shall be placed in a closed plastic bag or other closed or airtight nonporous container and disposed of immediately.
4. If FCCHA has to remove any pet waste from the Tenant's unit, yard, porch or other area, which is for the exclusive use of the Tenant or from the common areas, a twenty-five dollar (**\$25**) charge will be made per removal. Repeated violations, three (**3**) in a one-year period, will necessitate the Tenant removing the pet permanently from the premises. Failure to comply may result in termination of the Tenant's Dwelling Lease.
5. FCCHA IS NOT RESPONSIBLE FOR ANY ACTION, INJURIES OR DAMAGES CAUSED BY ANY TENANT'S PET. A PET IS THE SOLE RESPONSIBILITY OF THE TENANT. FCCHA ASSUMES NO LIABILITY FOR FAILURE OF THE TENANT TO CONTROL THE PET. ANY INJURY OR HARM TO OTHER PERSONS, PETS OR PROPERTY IS THE

SOLE RESPONSIBILITY AND LIABILITY OF THE TENANT. IT IS RECOMMENDED THAT TENANT PURCHASE LIABILITY INSURANCE FOR THIS PURPOSE.

6. Tenant agrees to control the noise of their pet such that it does not constitute a nuisance to any other tenants, neighbors or people living in the immediate vicinity of the development. Failure to control pet noise may result in the permanent removal of the pet from the premises. ANY PET WHICH CAUSES UNPROVOKED BODILY INJURY TO ANY TENANT, GUEST, STAFF MEMBER, NEIGHBOR OR ANYONE LAWFULLY ON THE PREMISES SHALL BE IMMEDIATELY AND PERMANENTLY REMOVED FROM THE PREMISES, BY THE PROPER AUTHORITIES WITHOUT PRIOR NOTIFICATION.
7. No dog or cat shall be left unattended in any unit for longer than twelve (12) hours. All other animals shall not be left unattended for more than twenty-four (24) hours.
8. Tenant shall provide adequate care, nutrition, exercise and medical attention for their pet. Pets which appear to be poorly cared for or which are left unattended for longer than the limits indicated in #7 above will be reported to the appropriate authority and removed from the premises at the Tenant's expense.
9. Tenant shall not alter the dwelling unit or yard in any manner in order to create an enclosure for any pet. Violation of this requirement may result in the termination of the Tenant's Dwelling Lease.
10. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of the Housing Authority. Failure to comply may result in the termination of the Tenant's Dwelling Lease.
11. Tenant will be responsible for the cost(s) of all damages caused by his/her pet, including the cost of cleaning and replacing flooring, and/or fumigation of the tenant's dwelling unit, adjacent unit(s), or the unit directly above or below tenant's unit.
12. Tenant shall submit to the main office the names, addresses and telephone numbers of two responsible parties (*not living at the same address*) who will care for the pet if the Tenant, for any reason, is unable to care for the pet. In the event the person is unable or unwilling to accept responsibility, the Tenant authorizes FCCHA to contact state or local authorities, to enter the unit, remove the pet and place it with such authorities. FCCHA will inform the Tenant where the pet has been placed. Tenant will have to arrange for return of the pet. FCCHA will not be responsible for the well-being of the pet or any costs incurred, and all such charges will be paid by the Tenant.

13. In the event of the death of the pet, the pet must be disposed of pursuant to local ordinances. The Tenant shall not bury the pet on FCCHA property or dispose of it in any manner inconsistent with local ordinances.
14. In the event of the death of the pet while the Tenant is unable to care for the pet, the Tenant agrees that FCCHA shall have discretion to dispose of the pet consistent with state and local guidelines if the responsible parties listed on Exhibit A are unwilling to take responsibility, or if written instructions with respect to such disposal are not provided to the housing office in advance by the Tenant. Charges for disposal shall be assessed to the Tenant as damages.
15. Tenants acknowledge that other tenants may have chemical sensitivities or allergies related to pets and/or are easily frightened by such pets. The Tenant, therefore, agrees to exercise common sense and common courtesy with respect to the other tenant's right to peaceful and quiet enjoyment of the premises.
16. After proper written notification, FCCHA may require the removal of the pet from the premises on a permanent or temporary basis, in FCCHA's sole discretion, for the following reasons, by way of illustration not limitation:
  - a. Excessive pet noise or odor after being advised by FCCHA.
  - b. Unruly, intimidating or dangerous behavior.
  - c. Excessive damage of the Tenant's dwelling unit and/or development common areas and/or neighbor's property or property of people living in the immediate vicinity of the property.
  - d. Repeated problems with the pet or any infestation.
  - e. Failure of the Tenant to provide for adequate care of a pet.
  - f. Leaving a pet unattended for more than the allowed time period.
  - g. Failure of the Tenant to provide adequate and appropriate vaccination of the pet.
  - h. Tenant's death, serious illness and/or refusal to care for the pet.
  - i. Failure to properly clean up after the pet.
  - j. Failure to remove the pet will result in a fine of \$50 per day and may result in termination of the Tenant's Dwelling Lease. After removal of a pet from the premises pursuant to this paragraph, FCCHA may determine on a case-by-case basis whether the removal of the pet will result in a permanent ban on pet ownership by the Tenant.
17. In the event of an emergency, the Tenant gives FCCHA permission to remove the pet or have it removed from the premises immediately for serious problems including, but not limited to, the following:
  - a. Pet becomes vicious.
  - b. Pet displays symptoms of serious illness.

- c. Pet demonstrates other behavior that constitutes an immediate threat to the health and safety of a Tenant, guest, staff member, neighbor, other person authorized to be on the premises or people living in the immediate vicinity of the development.
18. With the exception of an assistance animal that assists a person with disabilities, pets of visitors/guests are strictly prohibited from entering FCCHA property.
19. "Pet sitting" is not permitted for any pet not already residing within the same development and meeting the requirements of this pet policy, state law, or local laws and ordinances. Specifically, Tenants may not provide "pet sitting" in their unit if it would result in the Tenant having more than the allowed number of pets in the unit.

#### B. Birds

1. Birds must be kept caged at all times.
2. Cages must be cleaned not less than twice a week. Waste must be disposed of in sealed trash bags and placed in an outside covered trash can. Litter shall not be flushed down the toilet.

#### C. Fish

1. The aquarium shall not exceed ten (10) gallons and shall be placed on an appropriately sized stand in a safe location within the unit.
2. Water damage to walls, flooring or the ceiling of the unit, or a unit below, caused by breakage of or spillage from the aquarium shall be the responsibility of the Tenant who shall be billed for actual repair costs, as required.

### **VII. NOTIFICATION POLICY**

In the event that any Tenant violates the pet rules set forth in paragraph VI above, FCCHA shall provide written notice of such violations as follows:

#### A. Creation of a Nuisance

The owner of any pet which creates a nuisance within, on or around the development and/or neighborhood or causes excessive noise, odor, running-at-large, unruly and

dangerous behavior (*as discussed below*) shall be notified of such nuisance, in writing, by management and shall be given three (3) calendar days to correct such nuisance.

If any animal is found running-at-large on FCCHA property, FCCHA will call the animal shelter/animal control to impound the animal pursuant to the local city ordinance. FCCHA may also catch any animal found running-at-large on FCCHA property and contact animal control to impound the animal.

Tenant shall not allow any pet to destroy, damage, or injure any shrubbery, plants, flowers, grass, lawn, fence or anything whatsoever upon the premises.

Failure to comply may result in removal of the pet and/or termination of the Tenant's Dwelling Lease. If the Tenant disagrees with such an action, they may request a hearing in accordance with the FCCHA Grievance Policy.

#### B. Dangerous Behavior

1. FCCHA shall determine what behaviors are considered dangerous, in its sole and absolute discretion. FCCHA shall provide written notification to the Tenant of dangerous behavior and the Tenant shall have three (3) calendar days to correct the animal's behavior. It is the responsibility of the Tenant to correct the violation. Failure to comply may result in the removal of the pet and/or termination of the Tenant's Dwelling Lease. If the Tenant disagrees with such an action, they may request a hearing in accordance with the FCCHA Grievance Policy.
2. Any pet which "attacks" any tenant, guest, staff member, neighbor or other person shall be immediately removed from the premises by FCCHA without prior written notice to the Tenant of the action and location of the pet. "Attack" shall mean violent or aggressive physical contact with a person or animal, or violent or aggressive behavior that confines the movement of a person, including, but not limited to, chasing, cornering, or encircling a person.

### **VIII. INSPECTION POLICY**

- A. FCCHA is hereby given permission to enter the Tenant's unit for the purpose of inspection if a signed written complaint is received by FCCHA, or if FCCHA feels the behavior or condition of the pet(s) or Tenant warrants same. The inspection will be made during reasonable hours, after proper notice has been given to the Tenant (48 hours notice). In an emergency situation, entry will be made immediately. Notice will be given to the Tenant at such emergency entry, giving the reason for such entry.

- B. Tenant must be available to physically control his/her pet during the times when FCCHA employees, agents of FCCHA or others must enter to conduct housekeeping and preventative maintenance inspections, provide services such as routine work orders or such other time identified in the lease.



**AFFIDAVIT**

I have read and understand the FCCHA’s Family Housing Pet Policy, Pet Agreement, Pet Information and Veterinarian’s Certification of the Franklin County Consolidated Housing Authority and agree to comply fully with their provisions. I understand that failure to comply may constitute reason for removal of my pet. If required by FCCHA to remove my pet from the premises, I agree to immediately remove any pet and I understand that my failure to do so may constitute grounds for eviction.

\_\_\_\_\_ Unit Number \_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Address  
\_\_\_\_\_

The above-named Tenant(s) has read and signed the rules in my presence.

FRANKLIN COUNTY CONSOLIDATED HOUSING AUTHORITY

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title



**EXHIBIT A**  
**Pet Information – Dog/Cat**

This document must be completely filled out and a side-view, color photo of the pet must be attached before submitting to management. Tenant must receive written approval from FCCHA before the pet is permitted on FCCHA premises and/or in the Dwelling Unit.

Name of Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Pet Description: Name \_\_\_\_\_

Breed \_\_\_\_\_

Age \_\_\_\_\_

When Full-Grown: Weight \_\_\_\_\_ Markings \_\_\_\_\_

Height \_\_\_\_\_

License No. \_\_\_\_\_ Tag Info. \_\_\_\_\_

Collar: Yes \_\_\_\_\_

Picture of Pet: Yes \_\_\_\_\_

Is dog/cat neutered/spayed? Yes \_\_\_\_\_ No \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Parties to assume responsibility if you are unable to do so:

(1) Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

(2) Name(s) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

**[END OF EXHIBIT A]**

**EXHIBIT B  
PET AGREEMENT**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the **Franklin County Consolidated Housing Authority** ("FCCHA") and \_\_\_\_\_ ("Tenant"),

collectively referred to as "the Parties." In consideration of their mutual promises the Parties agree as follows:

1. Tenant desires and has received permission from FCCHA to keep the pet named \_\_\_\_\_ and described as \_\_\_\_\_ in the dwelling unit.
2. This Agreement is an Addendum to and is hereby incorporated by reference and made a part of as though expressly written therein, to each and every Dwelling Lease executed between FCCHA and Tenant. In the event of default by Tenant of any of the terms of this Agreement and all succeeding leases, Tenant agrees, upon written notice of default from FCCHA to cure the default within the stated time and/or remove the pet and/or vacate the premises. Tenant agrees that FCCHA may revoke the permission to keep said pet on the premises at any time by giving Tenant written notice.
3. Tenant agrees to pay FCCHA a non-refundable pet fee for cats and dogs in the amount of **\$200.00**. The initial pet fee of **\$100.00** must be paid prior to the pet being brought into the unit. The remaining pet fee will be billed monthly at **\$10.00** until the balance is paid. Tenant agrees to pay FCCHA for any damages caused by the pet on demand by FCCHA.
4. Tenant agrees to comply with:
  - a. The FCCHA Family Housing Pet Policy.
  - b. All other applicable laws and regulations such as, but not limited to, licensing, etc.
5. Tenant represents that the pet is quiet and housebroken and will not cause any damage to property or disturb other tenants' peaceful and quiet enjoyment of the premises.
6. Tenant agrees that the pet will not be permitted outside the Tenant's unit unless restrained by a hand-held leash, cord or chain no longer than six (6) feet and under control by the Tenant at all times. Use of the grounds or premises of FCCHA for toileting purposes is prohibited, with the exception that Tenant follows the

disposal of pet waste guidelines as outlined in #3 in Pet Rules of the Family Housing Pet Policy.

7. Tenant shall not permit the pet to cause any damage, discomfort, annoyance, nuisance, or in any way to inconvenience or cause complaints from any other tenant, staff, or neighbor. Any soiling created by the pet shall be immediately cleaned up by Tenant. If FCCHA has to remove any waste from any pet, a twenty-five dollar (**\$25**) charge will be made. Repeated violations of this paragraph 7, defined as three (**3**) violations, will necessitate removal of the pet permanently from the premises, and failure to comply may result in the termination of the dwelling lease.
8. Tenant agrees to immediately remedy any emergency situations involving pet, as mandated by FCCHA (e.g., attack by pet on staff member, another tenant, or a guest). Tenant agrees to remedy any nuisance or dangerous behavior within three (3) calendar days.
9. Tenant must ensure that his/her pet does not cause an infestation of insects in Tenant's dwelling unit. Tenant shall be financially responsible for pest control services for any flea or other insect infestation requiring treatment in his/her own or adjacent unit(s) caused by Tenant's pet.
10. Any pet left unattended for twelve (12) hours or more or whose health is jeopardized by the Tenant's neglect, mistreatment, or inability to care for the animal shall be reported to the appropriate authorities. Such circumstances shall be deemed an emergency for the purpose of FCCHA removing the animal from the dwelling unit and/or premises. FCCHA accepts no responsibility for any pet so removed.
11. Tenant agrees to maintain the pet in a healthy condition and to update the Pet Information Form on an annual basis at the time of re-examination by signing a new Pet Agreement.
12. Tenant must not feed or harbor stray animals. The feeding of stray animals shall constitute having a pet without the written permission of the Housing Authority.
13. TENANT AGREES THAT FCCHA IS IN NO WAY RESPONSIBLE NOR LIABLE FOR ANY ACTION, INJURIES, OR DAMAGES CAUSED BY THE TENANT'S PET. NOR IS FCCHA RESPONSIBLE FOR THE SAFEKEEPING OR WELL-BEING OF THE PET. A PET IS THE SOLE RESPONSIBILITY AND OBLIGATION OF THE TENANT.

14. Tenant has read and agrees to comply with the Family Housing Pet Policies which are herein incorporated by reference and agrees to comply with such rules and regulations as are adopted from time to time by FCCHA in the future.

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**EXHIBIT C  
Veterinarian's Certification**

Tenant's Name \_\_\_\_\_

Veterinarian's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Animal Name \_\_\_\_\_ Age \_\_\_\_\_

Animal Breed \_\_\_\_\_ Weight \_\_\_\_\_

Height \_\_\_\_\_

Is the animal in good health? Yes \_\_\_\_\_ No \_\_\_\_\_

Is the animal suitable as a pet? Yes \_\_\_\_\_ No \_\_\_\_\_

DATE

TREATMENT: Parvovirus \_\_\_\_\_

Distemper \_\_\_\_\_

Rabies \_\_\_\_\_

Heartworm \_\_\_\_\_

Spay/Neuter \_\_\_\_\_

Other \_\_\_\_\_

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date