



A Non Profit Corporation

**PET POLICY CHECKLIST**

<b>Property Name / Contract Number</b>	
<b>Owner / Managing Agent</b>	
<b>Reviewer Name / Date</b>	
<b>General HUD Resource(s):</b>	HUD Handbook 4350.3, Chapter 6, Paragraph 6-10; Figure 6-7. Exhibit 6-4 & 6-5. Note: Paragraph 6-10D, these requirements apply only to properties developed for the elderly and persons with disabilities. See HUD Handbook 4350.1, Chapter 32 for further information related to pet rules.

	<b>CS Review</b>	<b>Topic for Review</b>	<b>Topic in Compliance?</b>	<b>Correction Required (v)</b>	<b>QC Review</b>
1.		<b>Mandatory Rule Requirements (items a-g):</b> <u>Paragraphs 6-10A.1 and 6-10C; Exhibit 6-4</u>			
a.		Includes Language for <b>inoculation(s)</b> in accordance with state and local law?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
b.		Prescribes <b>sanitary standards</b> to govern disposal of pet waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
c.		States household pet is to be <b>under the control</b> of a responsible person while on common areas of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
d.		States pets must be effectively and appropriately <b>restrained</b> while on common areas of the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
e.		States the pet owner must register their pet before brought on premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
f.		States the pet owner must update their registration <b>annually</b> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
g.		Includes pet <b>registration requirements</b> ? a. Certificate of Inoculation? b. Information to Identify the pet? c. Info to confirm a common household pet? d. Name, Address, and Phone of at least one responsible party to care for pet?	a. <input type="checkbox"/> Yes <input type="checkbox"/> No b. <input type="checkbox"/> Yes <input type="checkbox"/> No c. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

			d. <input type="checkbox"/> Yes <input type="checkbox"/> No	
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	CS Review	Topic for Review	Topic in Compliance?	Correction Required (√)	QC Review
2.		If applicable, is a <b>Pet Deposit</b> charged at the property? <u>Paragraph 6-24; Figure 6-7; Note: If yes, owner must comply with a-f</u>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A If n/a, do not answer a-f	<input type="checkbox"/>	
a.		Pet Deposit is refundable and reasonable? <u>Paragraph 6-24; Exhibit 6-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
b.		Pet Deposit is for <b>cat or dog</b> only, per unit? <u>Paragraph 6-24A,B; Figure 6-7; Exhibit 6-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
c.		Pet Deposit does not exceed <b>\$300</b> ? <u>Paragraph 6-24; Figure 6-7; Exhibit 6-4; Note: This is HUD's current fixed amount</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
d.		Owner provides for a <b>gradual accumulation</b> of deposit amount when paid? <u>Paragraph 6-24; Figure 6-7; Note: Initial \$50 when pet is brought into the unit; subsequent mthly. amount of \$10/mth. until deposit is reached. (This requirement is not mandatory for Section 202 with Section 8)</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
e.		Is the <b>use of pet deposit</b> reasonable and directly attributable to the presence of the pet? <u>Paragraph 6-24.D; Exhibit 6-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
f.		Is the unused portion of the <b>deposit returned</b> w/in a reasonable time after (1) tenant moves or (2) pet is no longer kept or owned? <u>Paragraph 6-24.E; Exhibit 6-4</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
3.		If applicable, is there a waste <b>removal charge</b> per occurrence or failure to comply with waste removal rule? <u>Exhibit 6-4; Note: The owner can charge up to \$5.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/>	
4.		Owner does not apply collection of pet deposit for use of <b>auxiliary aides</b> (service animals)? <u>Paragraph 6-24.C</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5.		Are service animals <b>exempt</b> from the pet policy? <u>Paragraph 6-24.C</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

**PLEASE NOTE:** This checklist has been provided to highlight specific areas of compliance and non-compliance related to the Pet Policy and is not a HUD form. Data on this checklist is periodically updated for quality control to ensure continued compliance with HUD regulations and may be updated without prior notice.

**COMMENTS:**