

**\*\*\*These Instructions are for instructional purposes only, and should not be given to a resident as part of the Assistance Animal request packet.**

## **Assistance Animal Forms Instructions**

Please read and review before use of these forms.

1. Remember that neither HUD nor any other government agency has “approved” the forms. Usage always has some risk. Also, every case is independent and should be reviewed on its merits and facts.
2. This form is for any Assistance Animal wherein it is not readily apparent the need for the animal. Service animals where the need is apparent need not use this form but should still provide the information on the Animal Identification Form.
3. You can require the information on the animal and ask that the Resident affirm their request for the Assistance Animal.
4. Give them the medical professional form as a guide. If the medical professional does not want to sign it and provides substantially the same information in another format, it must be accepted. Remember to review your policy on who can provide this information.
5. If the Resident provides any documentation from a medical professional or other qualified person, it should be reviewed to make sure it provides sufficient information to confirm the status and nexus. If not, an attempt to get verification of the information needed directly from the person who signed the form should be first attempted.
6. THE HIPAA FORM IS NOT REQUIRED. Many medical professionals will not discuss the patient without the HIPAA form. **Verification does not require the HIPAA form.** Explain to the medical professional that you are merely verifying the information that has already been provided. If you are unable to verify, you should inform the Resident of the problem to see if they cannot get the medical professional to provide the verification. Seek assistance from legal counsel and/or your regional manager in this circumstance.
7. It is the intent of these forms to gather sufficient information and verify that information to determine if a reasonable accommodation should be granted or not.
8. Failure to provide sufficient information may be grounds for denial. Sufficient information would include: a description of the animal, verification from someone that the Resident meets the definition of disabled and that there is a nexus between the disability and the need for the animal, and the other information contained on the Animal Identification Form.
9. **All communities should have animal rules. Persons who obtain an animal by reasonable accommodation generally must abide by those rules (excepting breed restrictions and size & weight restrictions). Those rules should be given to residents with animals.**
10. The forms should not be given out unless someone has filled out an application and is actually attempting to rent.
11. Questions on Assistance Animals from *prospective* residents should be answered:  
***This Community fully complies with the Fair Housing laws as it applies to disabilities. Persons who desire an accommodation must convey that request to management, who will then attempt to obtain sufficient verified information to determine if the request can be granted and how it can be accommodated. Since every situation is different, each request is treated separately. It is impossible to give a blanket answer on questions of accommodation. If a prospective tenant desires to apply, we will then accept any request and make a full review to see if it can be accommodated.***
12. If you have any questions on a request, contact legal counsel.
13. If you think someone is testing your community on reasonable accommodation, contact your regional manager/owner and contact legal counsel.

## Resident's Request for Assistance Animal

*The undersigned does hereby request a assistance animal and does hereby attest and state as follows:*

**1. Handicap Definition** I am aware of the requirements of the Fair Housing Act and its definitions which include:

*“Handicap” means, with respect to a person –*

*(1) a physical or mental impairment which substantially limits one or more of such person's major life activities,*

*(2) a record of having such an impairment, or*

*(3) being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance.*

**2. Qualification** Pursuant to the definition above, I do qualify and am or have been under the care of a medical professional for my disability; or have been so diagnosed with a permanent disability to no longer require medical supervision

**3. Impairment** I represent that the requested assistance animal is necessary to provide assistance with my disability.

The anticipated length of this disability is \_\_\_\_\_.

My primary care physician is Dr. \_\_\_\_\_ whose telephone number is \_\_\_\_\_.

**4. Request** I do hereby request that I be able to reside with a assistance animal at the premises below. I certify that the statements herein are true and have been provided herewith an Animal Identification Form and a Medical Request for a Assistance Animal. I agree that the only animal I will keep for this purpose is listed therein and that I will abide by the rules and regulations of the community regarding animals. I understand that I will not have to pay additional costs or fees for the assistance animal but will be responsible for any damage caused. I request that my medical professional provide verification of the required information to my housing provider to assist in making this determination.

Applicant's Name \_\_\_\_\_

Premises Address \_\_\_\_\_  
\_\_\_\_\_

Dated \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## **Animal Identification Form**

Type of animal \_\_\_\_\_ Breed \_\_\_\_\_

Age \_\_\_\_\_ Approximate Weight \_\_\_\_\_ Color \_\_\_\_\_

Describe any special training or certifications \_\_\_\_\_

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Has the animal ever been reported to authorities (police, animal control) for any incident or for any reason? \_\_\_\_\_. If yes, please provide details.

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**Animals may not be in the common areas of the community unless on a leash or an approved device based upon the animal's certification.**

**Animals may be restricted from specific areas.**

**The animal's owners are responsible for cleaning up after the animal and for any damage done by the animal.**

**Animals may not disturb the peaceful and quiet enjoyment of the other tenants.**

**The Community may have other regulations and rules relating to animals.**

**I affirm that the animal is in compliance with all state and local laws concerning animals.**

I have read the rules and regulations concerning animals (both above and those policies of the community), and agree to their terms.

\_\_\_\_\_  
Resident's signature

\_\_\_\_\_  
Dated

*Please provide a photo of the animal.*

## Medical Request for Assistance Animal

Name of Person making Request \_\_\_\_\_

A request has been made to allow an assistance animal to reside with the above named individual. Such request has been made pursuant to the Fair Housing Act. In order to qualify for an assistance animal exemption to the normal rules of the community, the person making the request **must qualify as handicapped as defined**, which is:

**“Handicap” means, with respect to a person –**

- (1) a physical or mental impairment which substantially limits one or more of such person’s major life activities,***
- (2) a record of having such an impairment, or***
- (3) being regarded as having such an impairment, but such term does not include current, illegal use of or addiction to a controlled substance.***

**Additionally, the assistance animal must assist the person in dealing with the disability.**

Much like a prescription, this request is made because of the professional’s opinion that the assistance animal may be necessary to afford the disabled person an equal opportunity to use and enjoy the leased premises. With this request and upon approval, the management of the premises must allow the animal on the premises and is prohibited from charging pet rent or other fees normally charged to persons with pets. Assistance animals are not pets but animals that are determined by competent professionals to be an important and necessary part of treatment or assistance of a disability/handicap.

Professional’s Name: \_\_\_\_\_ Telephone number: \_\_\_\_\_

***I certify that I have sufficient information and have consulted with the Patient in order to make a diagnosis. I certify that the above named person is handicapped as defined above and that the animal described below is, in my professional opinion, necessary to afford an equal opportunity to use and enjoy the leased premises.***

Prescribed Animal’s Description \_\_\_\_\_

Expiration Date of this Certification \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of* Medical Provider,  
Health or Social Service Professional

