



PET POLICY – LEASE ADDENDUM

The Knox County Housing Authority has adopted the following regulations regarding common household pets in public housing dwelling units which are owned and operated by the Authority. Common household pets shall, for the purpose of this policy, include dogs, cats, rabbits, hamsters, gerbils, fish, turtles, and small lizards. ALL OTHER ANIMALS ARE PROHIBITED. Any poisonous, dangerous, or life-threatening reptiles and exotic or dangerous animals (e.g., snakes, iguanas, pigs, wild animals such as wolves and big cats, etc.) are not considered common household pets. They will not be allowed on KCHA property. There are no exceptions. Assistive Animals are exempt from weight limitations and pet deposits. The need for an Assistive Animals must be documented by a physician.

This addendum will be enforced by the Knox County Housing Authority. It explains your rights and responsibilities as a pet owner who is under lease with the Housing Authority.

1. Your lease with the Housing Authority provides for the allowance of a pet in Housing provided that the Authority has been notified, proper screening procedures have been completed, and written approval has been issued. Knox County Housing Authority approval is required for pet ownership on KCHA property. Failure to receive approval prior to obtaining a pet will constitute a material violation of the lease. Residents will not be allowed to apply for pet approval retroactively.
2. When the pet request is received, the property manager will review it. For new residents, the application will be approved or rejected by the time of leasing. For current residents, the property manager will approve or reject the request within 15 calendar days from the day the request was received. Incomplete requests, which are missing any required documents, will be denied. Residents will be required to resubmit the request. For current residents, pet applications will not be processed or approved if the household is not lease compliant.
3. Heads of household shall be responsible for their pet. NO GUESTS MAY BRING PETS ON THE PREMISES except in cases where it is necessary for the guest to have an service/assistive animal, such as a Seeing Eye dog.
4. No pet may be kept in violation of the State of Illinois Humane or Health laws, or local ordinances. It is a material violation of the lease for a resident to neglect, abuse, or abandon their animal. If the KCHA finds evidence of neglect, abuse, or abandonment of the animal, the KCHA may contact the responsible party(ies) listed as an alternative pet care provider and ask that they assume responsibility for the pet.
5. Dog / Cat / Rabbit Ownership: Only one pet of this type may be kept in any one apartment. These types of animals may not be kept in combination with any other animal / pet type (birds, fish, hamster, etc.)
6. Birds and Fish Ownership: The number of birds in a unit shall not exceed two and no fish tank shall exceed the following size requirements:
 - Family Housing: Lower Level – 55 gallons; Upper Level – 30 gallons.
 - Moon Towers and Bluebell Tower: 55 gallons.Certain types of birds, including but not limited to hawks, eagles, condors, and pigeons are not allowed.
7. Hamster, Guinea Pig, or Gerbil Ownership: A maximum combination of two hamsters, guinea pigs, or gerbils may be kept.
8. Pets must be kept on a leash at all times when not in the owner's apartment. The length of the leash shall not exceed six (6) feet at any time while in building common areas such as hallways, elevators, etc. While outside the building, the pet must be kept on a leash not to exceed 25 feet in length. THE ANIMAL MUST BE ACCOMPANIED BY A PERSON WHO IS ABLE TO CONTROL IT, AND KEPT IN CLOSE PROXIMITY TO THE HANDLER.
9. Residents must physically control or confine their pets when KCHA employees, agents of the KCHA, or others must enter the unit to conduct business, provide services, or enforce lease terms.

10. Dishes or containers for food and water must be located within the pet owner's unit. Owners may not deposit food or table scraps for animals on their floors, yards, or patios.
11. Pets cannot be tied to trees, bushes, or other fixed objects nor may they be staked in the resident's yard.
12. Every dog and cat must wear a City or County Animal License, a valid rabies tag and a tag bearing the owner's name, address, and telephone number. ALL CITY ANIMAL LICENSES EXPIRE ON AN ANNUAL BASIS AND MUST BE RENEWED ON A REGULAR BASIS.
13. Written documentation must be provided to the Housing Authority that female dogs and cats have been spayed and male dogs and cats have been neutered unless a letter is received from a licensed veterinarian giving medical reasons why such a procedure would be detrimental to the pet's health.
14. Every pet must be registered annually at the Knox County Housing Authority management office at the time of annual re-examination of the resident. THIS MUST BE DONE EACH AND EVERY YEAR TO REMAIN IN COMPLIANCE. Registering your dog or cat requires proof of current license, proof of current inoculations and identification tags.
15. All pets shall have proper identification (photo ID) with proof of the above presented by the owner to the public housing manager for insertion in the resident's file.
16. The pet owner will be responsible for picking up waste (feces) left by the pet, regardless of location, and disposing of it in a proper receptacle. If a pet leaves waste inside the building, the pet owner is required to clean up said mess and dispose of in an appropriate manner. Pet owners failing to clean up waste left by the pet will be subject to the following schedule:
 - a) First Offense: Lease violation letter sent to resident.
 - b) Second Offense: \$10.00 fine, and second lease violation letter sent to resident.
 - c) Third Offense: \$25.00 fine, and FINAL NOTICE lease violation letter sent to resident.
 - d) Fourth Offense: PERMANENT REMOVAL OF PET FROM RESIDENT'S UNIT AND LOSS OF PET PRIVILEGES FOR a MINIMUM OF ONE YEAR.
17. **HIGH RISE BUILDINGS ONLY:** Pets will be required to leave droppings in the agreed upon and assigned location on property. A Pet Waste Receptacle will be made available by the Knox County Housing Authority, and residents will be required to pick up and dispose of waste (feces) left by their pet in the provided waste receptacles.
18. Cat owners are required to remove waste from the litter box on a daily basis and provide fresh litter once each week. These discarded products must be double bagged in plastic bags, sealed and placed in a proper receptacle for pick up.
19. NO PET MAY MAKE EXCESSIVE NOISE WHICH DISRUPTS THE PEACE AND QUIET ENJOYMENT OF OTHER RESIDENTS ON THE PROPERTY.
20. Adult weight of the pet shall not exceed 25 pounds or 24 inches in height from the floor to the top of the animal, and shall be of a variety that would not be expected to exceed that height/weight when fully grown.
21. If a pet is left unattended for 24 hours or more, the Knox County Housing Authority may enter the apartment and contact the proper authorities for impounding of said pet. The Knox County Housing Authority accepts no responsibility for the pet under such circumstances.
22. The pet owner/tenant shall be liable for any damages to the Housing Authority property caused by the animal. The Housing Authority will assume no responsibility for any actions of tenant's pet resulting in third party damages and/or claims. The Knox County Housing Authority may charge the cost of any extra extermination services needed to control fleas or other infestations directly caused by the pet.
23. A pet deposit of \$100.00 (dogs, cats, rabbits) or \$50.00 (all other animals allowed by policy) shall be required at the time the animal is brought to live in the unit, or at move in, whichever is applicable. This deposit is in addition to the tenant's standard security deposit.
24. With the exception of service/assistance animals, pets are not – under any circumstances – allowed to be

present in public areas such as the laundry rooms, community rooms, office, etc.

25. ALL pet owners must have on file with the Housing Authority the name of a responsible individual who is willing to care for their animal in the event that the owner must be absent from their unit due to ill health or other unexpected absence.

26. This lease addendum, when fully executed, shall become an addendum to your lease therefore violations of this policy shall be considered violations of the lease and subject to the same enforcement procedures as set forth in the lease.

27. This addendum outlines the general provisions of the KCHA Pet Policy. Residents are responsible for each provision listed within the Pet Policy. Copies of the KCHA Pet Policy shall be provided for each resident.

28. Violation of the KCHA Pet Policy three times within a 12 month period will be considered a material violation of the lease and appropriate lease enforcement actions, up to and including eviction, shall be taken.

The Knox County Housing Authority retains the right to require the removal of any pet from the property within 10 days of notice if the pet's conduct or condition is duly determined to violate any provision of this policy. If the pet creates an immediate threat to the health or safety of other occupants of the property or of other persons in the community where the property is located, the Knox County Housing Authority may require the pet to be removed within 3 days of notice. Failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's Lease.

I/We have read the above policy and agree to abide by the rules and regulations. I/We hereby make a damage deposit in the amounts of \$150.00 for dogs, cats, and rabbits, and \$75.00 for birds, fish, hamsters, gerbils, guinea pigs, turtles, etc to be held by the Housing Authority and returned to me/us when our tenancy terminates or we no longer have the pet present in our unit, and provided that all terms and conditions herein have been performed and no damages caused by the animal exist.

In addition to the pet deposit, each tenant owning a dog or cat agrees, if imposed by the agency, to be charged a non-refundable fee of \$10.00 per month (per household). This non-refundable pet fee will cover reasonable operating costs expended by the KCHA associated to the maintenance of the housing project's common use areas relating to the presence of pets. The pet fee will be included as a separate item on tenant's monthly housing rental bill. This pet fee shall not apply to residents of projects for the elderly and persons with disabilities.

Other Responsible Person for Emergency Care: _____
Name

Address

Phone Number Cell Number

Tenant Signature

Knox County Housing Authority
Landlord

Date

Date

Tenant Signature

Knox County Housing Authority
Landlord

Date

Date