

# Animals in Residence Agreement Form

## DMACC Student Housing

Date: \_\_\_\_\_ Campus: \_\_\_\_\_

Student's Name: \_\_\_\_\_ DMACC ID: \_\_\_\_\_

Current Housing Address with Apt #:

\_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Animal Name: \_\_\_\_\_

Category: \_\_\_\_ Emotional Support Animal or \_\_\_\_ Service Animal

If animal is an Emotional Support Animal provide written information from a licensed or verifiable professional indicating that the student has a disability that is mitigated by the use of an emotional support animal.

### **Veterinarian Information – Must attach a current copy of your animal's vaccination records**

Name of Veterinarian: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address:

\_\_\_\_\_

### **Emergency Contact Information – In the event you are not able to care for your animal, who should we contact?**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address:

\_\_\_\_\_

☐ **Attach a recent, clear photo of your animal to this form**

☐ **All documentation must be submitted prior to the time the resident brings the ESA animal into their on-campus housing unit.**

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**Housing & Emotional Support Animals (ESA).** An emotional support animal is defined as any animal providing well-being or comfort that eases one or more identified symptoms or effects of a disability. Emotional support animals may also be referenced as “Comfort” or “Therapy” or “Assistance” animals.

1. Documentation and prior approval are required for all Emotional Support Animals (ESA). Emotional support animals are not simply pets, and the student owner needs to document a disability-related need that is met by the animal.
2. Emotional support animals (ESAs) are restricted to residential areas on the Boone and Carroll campuses and are not otherwise permitted in college buildings or other campus facilities.
3. Emotional support animals may accompany their student owners to any location within the student owner’s assigned residence to which the student owner has access.
4. Only one emotional support animal will be generally permitted per student resident and generally only one ESA will be assigned per housing unit; however, upon request, the Disability Services Coordinator or their designee will meet with the student or individual and conduct a thorough/interactive review to determine if there is a need for more than one ESA.
5. Requests will be accepted at any time within the semester and will be addressed within 10 working days upon receipt of all necessary documentation or such longer period of time as is reasonably necessary to complete the review. DMACC reserves the right to request further veterinarian information, if needed.

**Student initials:** \_\_\_\_

### Documentation Requirements

1. Residents requesting to have an ESA reside with them in campus housing must submit a request **prior to** the animal’s arrival to assure there is sufficient time to review their request.  
Students may request emotional support animals in their residences by completing and submitting the following documentation **prior to** bringing the animal into the residence, unless other arrangements have been made with the Disability Services Coordinator or their designee.
2. Any resident wishing to bring an animal into their on-campus housing unit must submit the following:
  - a. A completed Animal in Residence Agreement Form with a clear and recent photograph of the animal. The form and picture are to be updated annually.
  - b. Written verification from a licensed veterinarian that the animal has current and necessary vaccinations per state and local requirements.
  - c. Written information from a licensed or verifiable professional indicating that the student has a disability that is mitigated by the use of an emotional support animal.
  - d. A letter of written notification to be sent to any current roommates, as provided by DMACC.

**Student initials:** \_\_\_\_

# **Animals in Residence Agreement Form**

## **DMACC Student Housing**

**Student owners and their emotional support animals will be held to the following standards:**

1. Students are to abide by current city, county and state laws and/or regulations pertaining to licensing, vaccination, and other requirements for animals.
2. Students are to ensure that their animal has current identification and vaccination tags, including a current rabies tag, if legally required by state law.
3. Students must maintain control of their animals at all times. The animal shall not be permitted to run at large unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the emotional support animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).
4. All animals must be restrained on a leash or in a carrier/crate, and in the presence of the student whenever the animal is outside of the student's on-campus housing. Animals found unsupervised and at large may be subject to capture and confinement.
5. The student is required to ensure the animal is cared for. Any evidence of mistreatment or abuse will be investigated.
6. Roommates are not responsible for the care or maintenance of the animal. Animals may not be left in housing overnight to be cared for by an individual other than the student owner. If the student owner is to be absent from their residence overnight or longer, the student owner must take the animal with them or make other arrangements for care of the animal. When absent from residence for short periods, such as class, the animal should be kept in the student's assigned bedroom. If the student is in a shared bedroom the animal must be kept in a carrier/crate unless the type of ESA does not require the use of a carrier/crate.
7. Students are responsible for noise control as it concerns their animal. Animals that are disruptively noisy are subject to the housing noise policy.
8. Students are responsible for ensuring their animals are house trained prior to bringing the animals into the residence. At times, and at the discretion of DMACC, and in concert with other DMACC community partners, designated areas may be determined for use by the animals as needed. Should this occur, students with ESA's will be notified.
9. Animal feces must be disposed of properly. Students must remove feces from property grounds, dispose of it in a plastic bag or appropriate receptacle, and then place that bag in an outside garbage dumpster. Clean-up must occur immediately. Cat litter, small animal bedding, etc., must be bagged and disposed of in an outside garbage dumpster. Fines may apply if the student owner does not properly dispose of animal waste, per housing policy.
10. The student will take all reasonable precautions to protect DMACC property and the residents of student housing. All liability for actions of the animal (bites, scratches, damages to property, nuisance barking, etc.) is the responsibility of the student owner. If an animal attacks/bites or is determined by investigation to be dangerous, abandoned, neglected, or a nuisance, the animal is subject to immediate review.
11. Residential shared laundry rooms are not to be used for cleaning soiled animal bedding or animal clothing.

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12. DMACC maintains the right to conduct inspections in the residence for fleas, ticks, or other pests. If any are found, the space will be treated at the student's expense using approved fumigation services by a DMACC approved pest control service. The student owner will be required to remove the animal from the residence and will not be permitted to bring the animal back until such time that they have submitted written verification that the animal has been treated and is pest free.
13. DMACC maintains the right to conduct inspections in the residence based on a general complaint of an odor in the residence, per housing policy.
14. The student owner will be responsible for any damage caused by the animal to DMACC's property, per housing policy. Any charges related to damage by the animal will be applied to the student owner's bill.
15. Emergency removal from housing as determined by individualized assessment/review may result in the animal being sent to the local shelter.
16. Student owners may contest actions or charges by completing the [Appeal of Accommodation Decision Form](#).

Student initials: \_\_\_\_

- ☐ **I agree to follow all the ESA standards outlined in the Animals in Residence Agreement Form.**

**Signature of student:**

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**Signature of witness:**

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**Date:**

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### ***Office Use Only***

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- ☐ Received a copy of ESA policy
- ☐ Date all documents received:
  - ☐ Clear Photo of Animal:
  - ☐ If ESA, ESA Registry Certificate:
  - ☐ Animal's current copy of vaccination records:
- ☐ Roommates Notified in Writing:
- ☐ Student with ESA Notified in Writing:
- ☐ Appropriate Housing Staff Notified:
- ☐ Approved Animal Arrival Date:
- ☐ Disability Services Office Notified:
- ☐ Staff Initials: \_\_\_\_\_