How to Register a Pet On Campus

To register your pet for The Village Apartments or The Circle Apartments you must:

- Read the **On-Campus Pet Policy**. Please pay close attention to ownership limitations on the number of pets allowed per tenant. Be sure to pay attention to restrictions on breeds, weight limits, etc.
- Email the following items as attachments to kyoverturf@astate.edu for approval:
    - Photo of the animal
    - A completed copy of the **Animal Information** Form
    - Vet records of required vaccinations for your animal
    - Pay the $200-dollar pet fee on Arkansas State University's Marketplace, Selecting University Housing (nearly at the very bottom), Pet Fee. Link Below for Arkansas State University Marketplace
        - Non-refundable Pet Fee Link
- After paying the $200 pet fee, please forward the received payment email to kyoverturf@astate.edu for verification that our office received the payment.

Appropriate shot records for your animal can be found in the On-Campus Animal Policy. Once University Housing has been notified that all the above actions have been completed, **we will review the documents for approval or denial and notify you via A-State email.**

Please be aware that your animal is not authorized to be on campus until approved by University Housing.

Arkansas State University- University Housing

On-Campus Pet Policy

Procedures

- The procedures for a student to obtain approval and for keeping a pet are as follows:
- Sign and submit a Pet Agreement, Liability Waiver, Animal Information Form.
- Submit proof of license, an inoculation record, a current photograph of the pet(s) and the primary tenant, and written proof that the pet has been spayed/neutered. Except for the last point, this information must be resubmitted annually for the pet(s) to be re-approved each year.
- Submit $200 Pet Fee through Arkansas State Marketplace. This is a one time non-refundable payment that rolls from term to term as long as you remain in eligible campus housing.
- The tenant must show proof of liability insurance covering bodily injury each semester.
- The tenant must receive written approval from the Assistant Director of Operations in University Housing before the pet can reside in the unit.

Ownership Limitations

Only cats and dogs are allowed in approved residential facilities (The Village Apartments and The Circle Apartments). Each tenant can bring no more than one pet. No limit on fish.

- Dogs
  - Must be at least 6 months old
  - Maximum weight: 45lbs ***when fully grown***
  - Must be a university-approved breed.
    - Restricted breeds include: protective breeds such as Pit Bull, Boxer, German Shepherd, Great Dane, Husky, Rottweiler, Mastiff, Dalmatians, Wolf, or a dog that is a mix of any of these breeds.
  - Must be spayed or neutered *(documentation required)*
  - Must have current rabies, Bordetella, Parvo and Distemper vaccination *(documentation required)*
  - Must be housebroken
  - Must have current and clear photo sent to the Assistant Director of Operations.
- Cats
  - Must be at least 6 months old
  - Must be spayed or neutered *(documentation required)*
  - Must have current rabies and feline distemper vaccination *(documentation required)*
  - Must be trained to use litter box or other waste receptacle
  - We encourage cats to be either declawed or have protective nail caps. You will be responsible for any repairs/ damages your pet causes.
  - Must have current and clear photo Assistant Director of Operations.

Refusal of Pet Ownership Request

- If University Housing denies a pet ownership request, a written notification will be sent to the pet owner stating the reason for denial. University Housing will refuse a request if:
  - The requester is not in a eligible community.
  - The requesters conduct history with Arkansas State University.
  - The pet owner fails to provide complete pet request information, or fails to update the information annually.
  - University Housing determines the pet is not in compliance with the pet policy and/or other lease obligations. NOTE: The pet's temperament and behavior will be considered as a factor in determining the pet owner's ability to comply with the provisions of the lease.
  - University Housing reserves the right to revoke permission or refuse permission if the pet's behavior is deemed to be aggressive, potentially harmful and/ or otherwise deemed to be incompatible with community living.

Insurance

The tenant must have the appropriate liability insurance before the animal is permitted in the house. The insurance must cover bodily injury. Most renter's insurances provide this as a rider. Arkansas State University will not be held responsible for any animal bites.

Pet Fee

A $200.00 fee per household is required for all approved pets. This deposit is to be paid before the animal is brought into the residence, and is non-refundable. Should cleaning, repairs or replacement costs exceed the deposit associated with the animal, the balance due will be applied to the student's university account.

Arkansas State University- University Housing

On-Campus Pet Policy

Pet Ownership Responsibilities

- Required Documentation: Any resident wishing to keep a pet in The Village or The Circle Communities must provide the following information with the Pet Ownership Agreement:
    - Written proof signed by a licensed veterinarian or state/local authority that the common household pet has received all current vaccinations by state/local law, the pet is in good health (no communicable diseases), and is pest-free. The vet records also must include the weight, age, and breed of the animal.
    - Written proof that animals have been spayed or neutered.
    - All animals must display a collar or a harness a tag which states the name, address, and phone number of the dog's owner and verifies certification of annual rabies vaccination.
    - A current and clear photograph of the pet.
- If approved, the resident is responsible for providing University Housing a copy of any updated documentation such as shot records, photos, etc. each year. If required documents are not submitted, the registration is void and the resident is in violation of their lease. If the resident decided to no longer have the animal on campus, it is the resident's responsibility to let University Housing know of this change.
- The owner is financially responsible for the actions of their pet including, but not limited to: bodily injury, housing damages, and campus damages. All residents within this community will not hold Arkansas State University liable for any personal or property damages as a result of the actions of any pet.

Pet Area Restrictions

- Pets must be maintained within the resident's rental property. When pets are outside the rental property (anywhere in The Village or The Circle Apartments areas or on Arkansas State University, Jonesboro campus) dogs and cats must be either kept on a leash, harness, or carried.
- At all times, they must be under control of the resident or other responsible individuals. When left unattended, pets must be in a fully enclosed cage.
- Pets are not permitted to be on the balcony or terrace unattended.
- Pets are not permitted in common areas on campus (for example Student Union, Recreation Center, or Library).

Pet Waste Removal

Pet owners who fail to remove pet waste will be charged for labor which includes, but is not limited to, travel to and from the unit, cleanup and disposal of waste. Residents can also be sent through the Arkansas State University Student Conduct system. Continued disregard for the pet waste removal requirements is a violation of the pet policy, which could lead to revoking of the pet approval, charging of whole community, removal of the pet, and termination of lease.

- <u>Litter Box Requirements</u>
    - All animal waste or the litter from the litter boxes shall be picked up/emptied by the owner, disposed of in heavy sealed plastic trash bags, and placed in an outside trash bin immediately.
    - Litter is not to be flushed down the toilet.
    - Litter boxes shall be stored inside the residents' dwelling unit.
- <u>Removal of Waste outside the Unit</u>
    - The pet owner is responsible for the removal of waste by placing it in a heavy sealed plastic bag and disposing of it in an outside trash bin immediately.
    - The resident shall take adequate precautions to eliminate any animal or pet odors within or around the unit and to maintain the unit in a sanitary condition at all times. This may require picking up pet waste more than once a week.
    - All common household pets are to be fed inside the unit. Feeding is not allowed on outside porches, sidewalks, or yards.

Animal Walking

- Any resident who owns a dog shall not walk the animal in designated "pet free" areas.
- The owner is responsible for all animal waste removal. The animal waste is to be picked up immediately, placed in a sealed plastic bag and disposed of in the outside trash bin.
- All animals are required to be on a leash at all times when outside the unit

Pet Noise Requirements

Pet owners must control the noise of their pets so that it does not constitute a nuisance to other residents or interrupt the peaceful environment of The Village or The Circle Apartments. This includes, but is not limited to loud or continuous barking, howling, whining, scratching, or other such activities. Pet owners must comply with local nuisance laws. Continued disregard for the noise requirements is grounds for a violation notice, revoking of the pet approval/removal of the pet, and termination of lease.

Arkansas State University- University Housing
On-Campus Pet Policy

Visitors with Pets

Visitors are prohibited from bringing animals on campus unless a service animal.

Enforcement of Policy Violations

- Authorization:
  - Authorization for a common household pet may be revoked at any time. Reasons for withdrawal of authorization may include, but are not limited to, if the university finds the animal to be vicious, intimidating, destructive, nuisance to others, or if the tenant fails to comply with this policy.
- Inspection:
  - In accordance with the university procedures for health and safety inspections of University Housing, staff may enter a unit and inspect with regards to the conduct or condition of the pet in the unit.
- Entrance of University Staff**:**
  - Unexpected Maintenance Occurrence: A resident who has been approved to keep a common household pet must clearly display the Approved Pet Owner sticker in the door entrance to the unit. This will allow university staff members who may enter the unit to be aware of the animal's presence.
  - University Staff Entrance with Notification: When the resident is aware that university staff must enter the unit, dogs and cats must be in a kennel or on a securely attached leash, under control of a responsible person.
- Enforcement of Policy Violations:
  - If a resident violates any of the above pet policy requirements, then that resident is in violation of their lease and will be subject to disciplinary actions and/or penalties.

Infractions

- Major Infractions: Major Infractions include, but are not limited to, animals that have exhibited vicious, reasonable intimidating, destructive behavior towards other campus community members. Behavior of any significant concern towards a child will be considered a major infraction.
  - 1st Infraction: University Housing may require a temporary, immediate removal of the animal from campus.
  - 2nd Infraction: If a second infraction occurs, the animal will be immediately evicted from living on campus.
- Minor Infractions: Minor infractions are any and all Pet Policy infractions that do not fall into the "Major Infraction" category or is not deemed as a major policy infraction. Such violations might include, but are not limited to, pet nuisances, waste cleanup, unhealthy pet environment, etc.
  - 1st Infraction – The resident will meet with a staff member and receive a verbal warning. The conversation will be documented in a follow-up letter.
  - 2nd Infraction – The resident will meet with a staff member and receive formal written warning. The second infraction may include failure to resolve the first infraction within 7 days or committing any similar infraction.
  - 3rd Infraction – If the resident fails to comply with the first two requests or commits another similar infraction, The Village Coordinator may determine an adequate response.

Pet Eviction

If a resident's pet is evicted, the resident will be given at least forty eight hours and up to thirty days to remove the pet from the premises based on the severity of the infraction. Failure to remove the pet within the time specified may result in termination of lease.

Service or Emotional Support Animals

This policy does not affect rights granted by the Fair Housing Act and the American with Disabilities Act. Hence, the above policy is not applicable to service animals or emotional support animals. All Emotional Support Animals must be registered with the Access and Accommodation Office prior to the animal being on campus at 870-972-3964 or DServices@astate.edu.

All residents in the pet friendly community must abide by University policies and all City, State and Federal laws. Required documents include the Pet Housing Agreement and the Pet Friendly Residence Contract. There is a Pet Council for this community that addresses policy issues or concerns that may arise and ultimately has the authority to terminate your pet agreement and pet contract with the community.

Arkansas State University Housing
Animal Information Form

Information is for: ☐ Service Animal ☐ Emotional Support Animal ☐ Pet (Circle/Village Houses-45lb limit)

Date: Student Name:

Student ID Number:

Phone Number: Email:

Building Name: Room/Apartment Number:

Emergency Contact

(Required: This person will be contacted in the event you are injured or otherwise unable to care for the animal)

Name of Emergency Contact:

Contact Number or Emergency Animal Caregiver:

Animal information

Type of Animal: Animal Name: Age:

Breed: Sex: Color:

Size at maturity: ☐ **Small** (up to 15 lbs) ☐ **Medium** (16-40 lbs) ☐ **Large** (41-80 lbs) ☐ **Extra-Large** (80+ lbs)

Is your animal: ☐ Spayed/Neutered? ☐ Microchipped? ☐ ID tagged on collar?

Documentation Required

Vaccinations: Date Expired:

☐ Rabies

☐ Bordetella

☐ K-9 Annual Combo

☐ Feline Annual Combo

This information is provided for the safety of all residents and animals living on campus. In the event that your animal gets loose, please make sure to alert UPD at 870-972-2093.

University Housing Use Only

Approving Officer _____ Date Approved _____

Email _____ Phone Number _____

ARKANSAS STATE UNIVERSITY

University Housing
Division of Student Affairs
P.O. Box 2774
State University, AR 72467
Housing@AState.edu
O: 870-972-2042 | f: 870-972-2561

Arkansas State University - University Housing

On-Campus Pet Expectations

Residents who have registered their animal with University Housing are subject to these expectations contained in this document. Please not that this document outlines the general rights and responsibilities. All residents, and their animal, are expected to comply with the rules outlined in the Arkansas State University Housing Handbook.

- I have paid my $200 non-refundable deposit through the Online Marketplace.
- I understand I must keep my door identifier on my door at all times (i.e. door tag or magnet).
- I have submitted documentation to University Housing from a licensed veterinarian confirming the animal is current on all vaccinations and the animal is in good health summary and has no transmittable illnesses. I understand the department reserves the right to require updated documentation as needed. (Rabies, Bordetella, K-9 Annual Combo or Feline Annual Combo)
- Animal must be well behaved, obedience classes may be required by University Housing.
- I have submitted a clear and current photograph to Assistant Director of Operations.
- If pest control is required by University Housing due to the animal, I am aware that I will be charged for the service.
- Dogs must have a collar or harness tag with owner's contact information and verification of annual rabies vaccination.
- The animal must be inside a fully enclosed cage or kennel when alone in the campus residence.
- All animals must be housebroken, no alternative bathroom method (i.e. Puppy Pads) allowed.
- Animals may not be bathed using University Housing showers, tubs, or sinks. Animals must be bathed in off-campus facility.
- I understand that the animal must either be on a leash or harness when outside.
- The animal must not be left unattended on balconies or terraces.
- I am responsible for removing and disposing of all animal waste inside and outside the living unit. Pet waste on the grounds must be scooped, placed in heavy seal plastic bags, and placed in outside trash receptacle. At no time, should waste from a litter box be flushed in a toilet.
- My animal must be fed inside my living unit.
- In cases where roommates may be allergic or fearful of the animal, University Housing will work with all involved parties to provide accommodations based on availability.
- The animal must abide by courtesy and quiet hours.
- The owner is responsible for all property damage caused by the animal. This includes replacement of furniture, carpet, window and wall coverings as well as cleaning and/or fumigation costs.
- I understand that violations of these policies could result in the immediate removal of the animal.

**I have read and understand the expectations from Arkansas State University and the University Housing concerning the pet. Failure to abide by these expectations may result in disciplinary action.

Printed Name of Owner of Animal:_____

Signature of Owner of Animal:_____

Date: _____ **Building & Room number**_____

Housing Officer: _____ **Date:** _____

Arkansas State University- University Housing

On-Campus Liability Statement

Assumption of Liability Statement

I, the undersigned, understand that the University shall not, under any circumstances, be held liable for any personal injury or damages caused by my animal. I hereby agree to indemnify and hold Arkansas State University harmless from all payments, expenses, costs, attorney's fees, and all claims and liabilities for losses or damage to property or injuries to persons caused wholly or in part by, resulting from my animal. Nether University Housing nor Arkansas State University is responsible for supervising the registered animal, nor do they assume liability for the actions of the animal.

Printed Name of Owner of Animal: _____

Signature of Owner of Animal_____

Date _____
