

Kennewick Housing Authority (KHA)

**“PET POLICY & LEASE RIDER”**

(General Household Pets - Non-Service/Companion Animals)

**Dwelling Lease  
Addendum #D**

**Introduction:**

The purpose of this policy is to sustain a decent, safe and sanitary environment for existing and prospective Tenants of the KHA, KHA employees, the public and to preserve the physical condition of KHA property; a Pet Policy is established to provide the guidelines and requirements for responsible pet ownership. In addition, the policy was developed with input from Tenants, Housing Management Staff, other Housing Authorities, and HUD rules and regulations, seeks to provide Tenants with the opportunity of having common household pets within reasonable limits that will protect both the property and the health and safety of other Tenants.

Under the Quality Housing and Work Responsibility Act of 1998 contain amendments to Section 31 of the United States Housing Act of 1937 referring to pet ownership in public housing developments. Under the new provision, a Tenant may own one or more common household pets or have one or more household pets present in his/her unit, subject to the reasonable requirements of the Kennewick Housing Authority (KHA).

The following sections outline the governing guidelines for the KHA’s Pet Policy & Dwelling Lease Rider for all its Public Housing developments.

1. Tenants must maintain, “each” pet responsible and in accordance with applicable Federal, State, local, local public health, animal control, and animal anti-cruelty laws and regulations and with the policies established in the KHA Policy/Agreement”. Reasonable requirements that a Public Housing Authority (PHA) may impose include the following:
  - A. A nominal fee and/or pet deposit (refundable and non-refundable);
  - B. Limitations on the number of pets/animals;
  - C. Prohibitions on certain types of pets/animals considered dangerous;
  - D. Limitations on the size and weight of individual pets/animals.
  
2. Pets in Public Housing Developments:
  - A. The KHA will allow for pet ownership in both the Keewaydin Plaza & Sunnyslope Homes developments.
  
3. Exclusions and Definition:
  - A. Service & Companion Animals: Service/Companion Animals approved by the KHA to serve as service or companion animals (animals that assist, support, or provide service to persons with disabilities) are not subject to this Pet Policy & Lease Rider for non-service/companion animals (i.e., \$200.00 and/or \$100.00 non-refundable pet fee). For approved Reasonable Accommodations for Service/Companion Animals, refer to KHA’s Dwelling Lease Addendum #D.1 – Service/Companion Animal Policy & Rider.

4. Application For Pet Authorization/Prior to Pet Ownership:
- A. Tenant must submit a written application/registration form to request to have a pet added to their Dwelling Lease and unit, with prior permission from KHA, before obtaining any pet.
- B. Tenant shall provide written proof of the following in the KHA's determination of approving any pet into the Tenant's premises:
- B.1. Tenant/Pet Owner must provide and maintain at all times an identification tag on their pet. While having an identification tag is required under the KHA's Pet Policy, KHA encourages for responsible pet owners to have their pet microchipped (chip implant) for extra assurance to identify & for reunification of their pet. Documentation of current identification tag and microchip implantation must be submitted to the KHA;
- B.2. Current vaccinations / inoculations (for rabies, distemper, parvo virus, de-worming, etc.) records by an animal veterinarian or certified animal clinic;
- B.3. Evidence/verification the pet/animal has been spayed or neutered (by an animal veterinarian or certified animal clinic);
- B.4. Color photo picture (must be a clear & concise color photo of pet – at least a 4x6 photo) & written description of the pet/animal (will use KHA's Pet Policy & Rider Application/Registration Form, detailing type, breed, size, weight, age, color, distinguishing special/unusual markings, etc. of the pet/animal);
- B.5. Proof of Animal liability insurance: With City recommendation and requirements, insurance will be necessary for certain types and breeds of pets/animals. If the pet/animal is considered a dangerous animal, the KHA will not approve such pet/animal.
5. Types and Number of Allowable and Non-Allowable Common Household Pets:
- A. Types of Allowable Common Household Pets:
- A.1. Fish confined to an aquarium/tank. Aquarium/tank size, not over 30 gallons. One (1) aquarium and/or tank per unit;
- A.2. Caged Birds: One (1) bird cage per unit and no more than two (2) birds in a cage;
- A.3. Dogs/Cats: Dogs under 18 inches in height, measured at the shoulder and **under 20 pounds in weight at adult age**; Cats that are general household pets;
- A.4. Caged or contained domesticated rodents. Such as gerbils, hamsters, and/or guinea pigs, etc. One (1) cage per unit and no more than two (2) domesticated rodents per cage.
- B. Types of Non-Allowable Pets/Animals:
- B.1. All pet/animals, including dangerous animals as defined by Federal, State and local law, not allowed are defined below:
- i. Pets/animals who would be allowed to produce offspring for sale;
- ii. Dangerous pet/animals, wild animals, feral (untamed, savage) animals and any other animals who are not amenable to routine human handling (City code);
- iii. Pet/animals of species commonly used/housed on farms (i.e., chickens, goats, ducks, etc.);
- iv. Non-human primates;

- v. Pet/animals whose climatological needs cannot be met in the unaltered environment of the individual dwelling unit (i.e. reptiles, snakes);
- vi. Pot-bellied pigs;
- vii. Ferrets;
- viii. Snakes.

C. Number of Allowable Household Pets:

- C.1. No more than one (1) pet of any species in a one (1) bedroom dwelling unit.
- C.2. Dogs/Cats: No more than one (1) pet of the same species in a dwelling unit (dog & cats).  
Fish Aquarium/Tank: No more than one (1) aquarium/tank per dwelling unit and not over 30 gallons.  
Birds: No more than one (1) cage per dwelling unit and only two (2) birds per cage.  
Cage/Contained Domesticated Pets (rodents – gerbils, hamsters, guinea pigs, etc.). No more than one (1) cage per dwelling unit and no more than two (2) domesticated pets per cage.
- C.3. Tenant may be authorized to have one (1) and no more than three (3) different types of domesticated pets in a dwelling unit at a given time and each pet requires a separate non-refundable pet fee (\$200.00 or \$100.00). Example: Tenant may have a dog, one fish aquarium/tank, and one caged pet (birds or rodents/gerbils, hamsters, guinea pigs, etc.).

6. Pet Fees:

- A. A non-refundable pet fee is required for all pets. A pet fee of \$200.00 non-refundable fee will be required upon entering a pet agreement and required for all allowable domesticated pets for dogs, cats & caged birds. A pet fee of \$100.00 non-refundable fee will be required for all allowable domesticated pets for fish aquarium/tank, caged domesticated pets for gerbils, hamsters, guinea pigs, etc.). Both non-refundable pet fees, fee is to cover the potential costs for damages done by the pet to the unit, exterior parts to the unit and common areas. No payment arrangements for the required non-refundable pet fee will be authorized. This pet fee is separate from the Security Deposit required for the dwelling unit.
- B. Service & Companion Animals: Service/Companion Animals approved by the KHA to serve as service or companion animals (animals that assist, support, or provide service to persons with disabilities) “are not subject” to this Pet Policy & Lease Rider and the required \$200.00 and/or \$100.00 non-refundable pet fee. For approved Reasonable Accommodations for service/companion animals, refer to KHA’s Dwelling Lease Addendum #D.1 – Service/Companion Animal Policy & Rider & KHA’s ACOP – Chapter #2 – Reasonable Accommodations.

7. Pet Identification:
- A. Tenant/Pet Owner must provide and maintain at all times an “identification tag” on their pet (dogs, cats), regardless of pet age. While having an identification tag is required under the KHA’s Pet Policy, KHA encourages for responsible pet owners to have their pet microchipped (chip implant) for extra assurance to identify & for reunification of their pet. Documentation of current identification tag and microchip implantation must be submitted to the KHA.
8. Pet Policy/Agreement Lease Rider:
- A. Written documentation attached to the Dwelling Lease signed by the Tenant agreeing to compliance with provisions for pet ownership.
9. Local, State, and Federal Ordinances Applied: Local, State, and Federal laws and ordinances regarding pets and pet ownership supersede the KHA’s Pet Policy & Dwelling Lease Rider.
10. Rules for Pet Care:
- A. Tenant shall be responsible for proper care of their pet, including but not limited to, good nutrition, grooming, routine veterinary care, flea/parasite control, yearly vaccination/inoculations, and compliance with all applicable local, State, and Federal, statutes, ordinances, rules, and regulations (Municipal, City, County Codes regarding pet/animal ownership).
- B. Tenant shall keep their dwelling unit and surrounding areas free of pet/animal odors, insect/parasites infestation, waste, and litter related to their pet and maintain their dwelling unit and surroundings in sanitary condition at all time. If KHA assesses a Tenant’s pet has caused pet/animal infestation/parasites to the Tenant’s dwelling unit, other surrounding dwelling units, common areas/grounds, the Tenant will be responsible for the charges of the removal methods.
- C. Tenant shall be responsible for cleanup after their pet ANYWHERE on the KHA property especially pet waste, including carrying a “pooper scooper” and/or disposable plastic bag anytime the pet is outside the Tenant’s dwelling unit. Pet/animal waste shall be immediately picked up and disposed in a “sealed” bag, and then promptly placed in a proper trash receptacle (trash can/dumpster). Litter from pet litter boxes/containers must be disposed of in the same manner as pet/animal waste. Litter collected in a box/container must be properly disposed of at least once every other day from the Tenant’s dwelling unit. It is not permitted to dispose of pet/animal waste or litter in the Tenant’s unit toilet. Tenants shall not permit their pet to urinate or defecate in a Tenant’s dwelling unit anywhere, on the floors or common areas. If a Tenant is unable to comply with this section of the Policy/Agreement, Dwelling Lease Addendum/Rider, it will be the Tenant’s responsibility to have another individual, family member, friend or a community resource provide this requirement. If unable, Tenant must promptly remove the pet from their dwelling unit. Picking up & disposing of a pet/animal waste is not a reasonable accommodation.
- D. Pets are to be fed only inside a Tenant’s unit.

- E. Tenant shall keep his/her pet inside their dwelling unit at all times except for transportation on and off KHA property, walks with dogs and cats, and tethering. Other pets shall be in suitable portable cages when outside the Tenant's dwelling unit.
- F. Dogs & cats, regardless of age must wear an identification collar/tag at all times.
- G. Tenants must keep their dogs & cats on a leash at all times while outside their dwelling unit. Pet shall not be released or tied in common areas or outside a Tenant's dwelling unit. Pet must be under continuous and complete control of the Tenant (owner or handler).
- H. Pet shall be properly housed at night (between 10:00 P.M. and 8:00 A.M.), unless accompanied by the Tenant/owner assigned handler and not allowed to annoy other Tenants by barking, howling, meowing, chirping, etc., at any time of day or night.
- I. Pet will be removed when the Tenant vacates and will not be left in a Tenant's dwelling unit, the property or premises of the KHA.
- J. Tenant shall pay promptly, upon receipt of a bill, for any and all materials and labor for repair(s) and damages inside or outside the dwelling unit or any party of KHA property caused by the Tenant's pet. This includes extermination services (infestation of pet/animal parasites, etc.).
- K. No pet/animal is to remain unattended, without proper care for more than 24 hours. KHA staff may enter a Tenant's dwelling unit to remove or transfer a pet/animal to the appropriate Animal Control authority for removal when it is for the protection of the pet/animal or when there is a threat to the health or safety of Tenants, KHA staff, general public, or the community, etc.

Complaints Against Tenant Pet/Animals: After proper and reasonable notice to the Tenant, KHA staff may enter and inspect the Tenant's dwelling unit/premises if a complaint has been received which alleges (or if KHA staff has reasonable grounds to believe thereof) that the conduct or condition of a pet/animal in the Tenant's dwelling unit constitutes a nuisance or threat to the health & safety of the Tenant, the pet/animal itself, other Tenants, KHA staff, general public or the community.

Emergency Cases: In the case of emergencies, including immediate threat to the health or safety of any Tenant, KHA staff, general public, any person, etc., KHA will request the Tenant/owner to remove the pet/animal from the premises immediately. If the Tenant/pet owner refuses or KHA deems the Tenant is uncooperative, KHA will take the necessary steps and will remove (or) cause the pet/animal to be removed from the premises by the appropriate Animal Control authority & Law Enforcement agency.

The KHA will report suspected instances of pet/animal neglect to the appropriate Animal Control authority.

Emergencies For Pet/Animals: In the event of emergencies, a Tenant shall designate an “Emergency Contact” on the “Pet Policy/Agreement & Dwelling Lease Addendum/Rider” that can care/tend to the pet/animal if the Tenant is unable to do so. In instances where a pet/animal appears to have been abandoned for more than 24 hours and an emergency contact cannot be located, KHA shall report the matter to the appropriate Animal Control authority for removal.

KHA staff will enter the unit as in an emergency, to rescue the pet/animal. Entries for emergency situations do not require prior written notice by the KHA to the Tenant for entry purposes to the unit.

- L. Death of Pet/Animal: In the event of a pet/animal’s death, the Tenant shall be responsible for disposing the pet/animal remains in accordance with local, State, and Federal laws, rules and regulations. Tenants are not allowed to dispose of any pet/animal remains in the KHA’s trash receptacles/dumpsters or bury pet/animal remains anywhere on the premises of the KHA.
- M. Tenants “will not be allowed” to care for visiting pets/animals for someone else. Tenants are expressly prohibited from feeding or harboring stray animals. The feeding or harboring of a stray animal shall constitute having an animal/pet without the approval of the KHA and shall constitute a Dwelling Lease violation.
- N. General household pets shall not be allowed to interfere with the peaceful enjoyment of other Tenants, KHA staff, general public and the community in any manner.
- O. I/we agree to indemnify, defend and hold harmless the KHA from and against any and all claims, actions, law suites & judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my pet/animal.

11. Violations of the Pet Policy:

- A. Violations of the Pet Policy/Agreement constitute a violation of the Dwelling Lease agreement. When the Pet Policy/Agreement - Dwelling Lease Rider to the Dwelling Lease is signed, Tenant agrees to follow the rules listed in the KHA Pet Policy/Agreement & Dwelling Lease Addendum/Rider. Violations of these rules will result in possible removal of the pet, notice to the Tenant and possible eviction.

12. Procedure compliance for Pet Ownership:

The following procedures are designed to assure the acquisition and maintenance of pets by Tenants conforms to the set of rules that protects the health and safety of the community, the family and the pets as well as the condition of the KHA property. **Tenant/pet owner shall be responsible for ensuring the rights of other Tenants, KHA Staff, general public and community to a peaceful and quiet enjoyment, health, and/or safety are not infringed upon or diminished by his/her pet’s noise, odors, wastes, actions, or other nuisance.**

A. **Planning For Pet Ownership:**

- i. Before acquiring a pet, ask the Housing Authority Administration Office for a copy of the Pet Policy to be sure your plans for pet ownership fit the requirements.
- ii. Be sure you are able to financially afford the cost(s) for the following:
  - (a) Spay and/or neutering (documentation/proof from an animal veterinarian or certified animal clinic) and yearly veterinarian vaccinations / inoculations (i.e., rabies, distemper, parvo virus, de-worming, etc.);
  - (b) Tenant/Pet Owner must provide and maintain at all times an identification tag on their pet (dogs & cats). While having an identification tag is required under the KHA's Pet Policy, KHA encourages for responsible pet owners to have their pet microchipped (chip implant) for extra assurance to identify & for reunification of their pet. Documentation of current identification tag and microchip implantation must be submitted to the KHA;
  - (c) \$200.00 non-refundable fee per pet for dogs, cats & caged birds, \$100.00 non-refundable pet fee for other authorized domesticated pets;
  - (d) Cost of pet food (dog, cat, bird, gerbil, hamster, guinea pigs, fish, etc.).
  - (e) Cost for on-going health care (when pet gets sick, yearly vaccination/inoculations);
  - (f) Costs of collar & leash (for dogs & cats);
  - (g) Cost of a cat's litter box and ongoing costs for cat litter;
  - (h) Cost of photographing your pet for KHA records (clear & concise color photo, photo must be at least a 4x6 photo).
- iii. Be sure you have planned for adequate care of the pet. Examples: Tenant cannot leave pet unattended for long periods of time; left outside Tenant's dwelling unit whether leashed or unleashed, picking up and properly disposing of pet/animal waste daily (see Rules for Pet Care in the Policy).

B. **Procedures For Pet Ownership:**

- i. "Prior" to bringing a pet/animal into a Tenant's dwelling unit to live, Tenant must consult with the KHA Administration Office to be sure the Tenant & proposed pet meets the requirements for pet ownership;
- ii. Complete the KHA's "Pet Policy Applications/Registration Form, & Dwelling Lease Pet Policy & Rider and provide the required \$200.00 (or) \$100.00 non-refundable pet fee;
- iii. Not more than one pet of any species in a one (1) bedroom dwelling unit.  
Dog/Cat: No more than one (1) pet of the same species in a dwelling unit (dogs & cats).  
Fish Aquarium/Tank: No more than one (1) aquarium/tank per dwelling unit and not over 30 gallons.  
Birds: No more than one (1) cage per dwelling unit and only two (2) birds per cage.  
Cage/Contained Domesticated Pets (rodents – gerbils, hamsters, guinea pigs, etc.). No more than one (1) cage per dwelling unit and no more than two (2) domesticated pets per cage.

- iv. Documentation of current identification tag and/or microchip implantation must be submitted to the KHA. Tenant must at least meet the identification tag requirement.
- v. Tenant may be authorized to have one (1) and no more than three (3) different types of domesticated pets in a dwelling unit at a given time and each pet requires a separate non-refundable pet fee (\$200.00 or \$100.00). Example: Tenant may have a dog, one fish aquarium/tank, and one caged pet (birds or rodents/gerbils, hamsters, guinea pigs, etc.);
- vi. Provide initial & yearly vaccinations/ inoculation records (documentation/proof from an animal veterinarian or certified animal clinic) and spaying and/or neutering (documentation/proof from an animal veterinarian or certified animal clinic), a clear and concise photograph of the pet (at least a 4x6 color photo);
- vii. When the required documentation has been provided, KHA has approved the Tenant & pet for pet ownership, the pet may be brought into the Tenant's dwelling unit.



**Pet Policy & Agreement - Dwelling Lease Addendum/Rider Acknowledgements:**

- A. I/we understand that by signing this Pet Policy/Agreement & Dwelling Lease Addendum/Rider I/we agree to the Kennewick Housing Authority's (KHA) Rules and Regulations for responsible pet ownership. I/we also understand that any violations of this Pet Policy/Agreement & Dwelling Lease Addendum/Rider could result in our pet being removed from the unit as well as seriously jeopardize our tenancy with the Kennewick Housing Authority (KHA).
- B. I/we agree to the KHA's Rules and Regulations for responsible pet ownership. I/we also understand that any violations of this Pet Policy/Agreement & Dwelling Lease Addendum/Rider could result in our pet being removed from our dwelling unit as well as seriously jeopardize our tenancy with the Kennewick Housing Authority (KHA).
- C. I/we understand and agree should the KHA determine that the conduct or condition of my pet constitutes a nuisance or threat to the health & safety of Tenants, KHA staff, general public or the community; I/we will be responsible for permanently removing the pet from my dwelling unit and KHA premises/property.
- D. I/we understand and agree to pay promptly, upon receipt of a bill, for any and all materials and/or labor for repair of any damage inside or outside the unit or any part of KHA property caused by my pet.
- E. I/we understand and agree any treatment of any infestation of pet/animal infestation/parasites that is caused by my pet in my dwelling unit, to other dwelling units, common and exterior areas of KHA property is my responsibility.
- F. I/we agree to indemnify, defend and hold harmless the KHA from and against any and all claims, actions, law suits & judgments and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my pet.
- G. I/we have read and understand and will comply with the policies and regulations and acknowledge.
- H. I/we received a copy of this Pet Policy/Agreement – Dwelling Lease Addendum/Rider.

\_\_\_\_\_  
Signature of Head of Household                      Date

\_\_\_\_\_  
Signature of Spouse/Other Adult                      Date

\_\_\_\_\_  
Signature of Other Adult                      Date

\_\_\_\_\_  
Signature of Other Adult                      Date

\_\_\_\_\_  
KHA Representative/Title

\_\_\_\_\_  
Date

KENNEWICK HOUSING AUTHORITY (KHA)

**PET POLICY & RIDER**  
**(General Household Pets)**  
**REGISTRATION / AUTHORIZATION FORM**

TENANT INFORMATION:

Tenant Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
\_\_\_\_\_ Phone Number: \_\_\_\_\_

PET INFORMATION:

\_\_\_\_\_  
Name of Pet/Animal Type of Pet/Animal (i.e. dog, cat, bird, etc.)  
\_\_\_\_\_  
Breed of Pet/Animal Color(s) of Pet/Animal  
\_\_\_\_\_  
Distinguishing (Special/Unusual) Marks(ings) Age & Weight of Pet/Animal  
\_\_\_\_\_  
Animal Tag Number # / Date Animal Microchip Number & Date

\_\_\_\_\_  
Spay/Neuter Verification by Veterinarian & Date Vaccine/Inoculations & Date(s)/Verifications:  
1. Rabies: \_\_\_\_\_  
2. Distemper: \_\_\_\_\_  
3. Parvo Virus: \_\_\_\_\_  
4. Other: \_\_\_\_\_

Emergency Pet Contact Information:  
Name of Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_  
Relationship to Tenant: \_\_\_\_\_

\_\_\_\_\_  
Tenant Signature (Head of Household) Date Tenant Signature (Spouse/Co-Head- Other Adult) Date  
\_\_\_\_\_  
KHA Staff & Title Date

**KHA OFFICAL USE ONLY**

Photo of Pet       Spay/Neuter Certificate       Vaccine Record(s)

Staff Name & Title: \_\_\_\_\_ Date: \_\_\_\_\_