



Policy Name:	Forest Village Apartments Pet Policy
Effective Date:	January 29, 2016
Last Revision Date:	January 10, 2022
Last Review Date:	February 1, 2022
Approving Authority:	NLT
Responsible Office:	Residential Life
Category:	Student Life

Purpose

The purpose of this policy is to establish the privilege for residents of the Forest Village Apartments to bring certain animals to live within their on campus residence as pets and to set forth the expectations that must be met and maintained to retain that privilege.

Policy

Residents must adhere to and follow this policy in its entirety.

- Any pet living in the Forest Village Apartments must be approved through the approval process prior to entering the residence.
- Residents, whether they have an approved pet or not, should not allow guests or visitors to bring animals into their apartments.
- Violations of this policy may result in removal of the pet, a resident being required to vacate the residence, and/or fines.
- This policy does not apply to residents with disabilities using a service animal or an approved assistance animal (such as an emotional support animal). The use of these types of animals is governed by other University policies.

I. Approval Process and Fees

Prior to having a pet live in a residence, RESIDENT must obtain approval from the Assistant Director of Residential Life or their designee.

- A. To be approved, the pet must meet the standards described in Section III and the RESIDENT must provide the following:
 1. Signed Pet Agreement
 2. Pet Registration Form
 3. Current photo of the animal
 4. Current record of vaccinations and certificate of spay or neuter, if applicable
 5. Signed Roommate Agreement
 - RESIDENT must get all of their roommates’ signatures prior to an animal’s approval or arrival into the apartment. A request will not be approved if all roommates do not agree to it and provide their signatures.
 6. Proof of renter’s insurance
 - The renter’s insurance policy must be in effect for the duration of time that the pet resides on campus. The policy must have \$500,000 of liability coverage and Northwest Missouri State

University must be listed as the “Landlord” or as an “additional insured.”

- B. If otherwise approved as described above, RESIDENT will then be required to pay a nonrefundable \$200 deposit.
- C. RESIDENT shall also be responsible for paying a monthly pet fee of \$30.
- D. RESIDENT will be responsible for any damages or extraordinary cleaning fees caused by the pet. These additional expenses will be billed to RESIDENT’s student account.
- E. If a RESIDENT brings a pet to campus prior to receiving approval, they will be subject to a fine of \$200 (per pet).
- F. RESIDENT with an approved pet must display a “Pet in Residence” sign on the outside of their Forest Village apartment door.

II. Guidelines for Approval

- A. Only common household pets will be approved under this policy. These types of animals include cats, dogs, small birds, hedgehogs, hamsters, gerbils, guinea pigs, rabbits, turtles, and fish held in tanks of 30 gallons or less. Residential Life has discretion in determining whether an animal will be approved as a pet under this policy, but in no case will farm animals, production animals, lab animals, snakes, spiders, and other exotic animals be approved.
- B. Cats and dogs will not be approved under this policy if they weigh over 35 pounds or measure more than 18 inches from floor to shoulder.
- C. All cats and dogs over six months of age must be neutered unless certification by a veterinarian indicates that the procedure would jeopardize the medical well-being of the pet.
- D. Any animal deemed by Residential Life Staff to be potentially harmful to the health or safety of others will not be allowed to live in the halls, including animals of a vicious or aggressive disposition..
- E. Each apartment may only have two “non-caged” animals (dog or cat) and up to three “caged” animals (small bird, hedgehog, hamster, gerbil, turtle, and guinea pig). However, in no case will an individual RESIDENT be approved for more than one pet. In other words, pets will not outnumber the amount of residents living in an apartment unit.

III. Standards for Having a Pet in a Residence

- A. All pets must be maintained in accordance with applicable state and local laws. Dogs and cats must wear current vaccination and identification tags at all times to ensure the pet policy is being followed.
- B. Pets shall be housed inside RESIDENT’s Forest Village apartment. At no time will pets be allowed outside unattended, including lobbies, hallways, the FVA Community Building, or any other common areas except as needed for entry and exit. Birds and shall be maintained in appropriately constructed cages at all times.
- C. Pets going into and out of apartments must be on leash and under RESIDENT’s control. Pets may **NOT** be taken off leash on any UNIVERSITY property. The only time the pet may be off leash is when the pet is within the apartment, any instances where the pet is caught off the leash outside the apartment will result in a \$25 fine for each policy violation. Caged animals may not be taken outside of the apartment unless being transported and only within their cage.

- D. Pets will not be left alone for extended periods of time in the apartment. In the event that a pet is left alone in the apartment, due to vacation, illness, or other absence, and is not being properly cared for, the UNIVERSITY shall attempt to contact the RESIDENT or the emergency contact to remove the animal. If this is not successful, the UNIVERSITY will notify University Police and have the pet removed to an appropriate animal shelter. This action will be taken as expeditiously as possible to prevent harm to the apartment, other residents, or the animal. All such actions taken shall be recorded in the RESIDENT's file. All costs incurred will be billed to the RESIDENT's student account.
- E. RESIDENT is responsible for ensuring their pets do not disturb, annoy, or cause any nuisance to other residents or members of the community. If an issue of this nature arises, RESIDENT will be informed of it by Residential Life staff and given an opportunity to remedy the problem(s). A RESIDENT who fails to remedy the situation after 1 warning will receive a 15-day notice to remove the pet from the premises. If the pet is not removed, the RESIDENT will be fined \$50/day until the animal is removed.
- F. Living spaces where pets are housed will be kept clean, safe, and free of parasites, including but not limited to, fleas. A monthly inspection of the apartment will be conducted by the Forest Village Apartment Hall Director. These inspections will take place and continue at the discretion of Forest Village Apartment Hall Director. If an issue is discovered, RESIDENT will be informed of it and given an opportunity to remedy the problem(s). A RESIDENT who fails to remedy the situation after 1 warning will receive a 15-day notice to remove the pet from the premises. If the pet is not removed, the RESIDENT will be fined \$50/day until the animal is removed.
- G. If the University determines that the presence of a pet constitutes a risk of damage to property or creates a threat to the health and safety of any member of the community, including residents, household members, guests and/or employees, or if a pet attacks, bites, or behaves in an aggressive or threatening manner, the animal will be **immediately removed** from the campus community. If the pet is not removed, the RESIDENT will be considered in breach of the pet policy, and may either be fined \$50/day until the animal is removed, or requested to vacate their apartment.
- H. RESIDENT shall be fully and solely responsible for disposal of pet waste, both inside and outside the apartment. It is the RESIDENT's responsibility to remove feces from University grounds, dispose of it in a plastic bag, and place that bag in an outside garbage bin. Cleanup must be prompt and occur immediately. Cat owners must place soiled cat litter in tied plastic bags and dispose of bags in outside garbage bins. RESIDENT must possess products that will appropriately address and resolve pet "accidents." Failure to pick up pet waste in common areas will result in a \$25 pet waste removal charge per occurrence.
- I. RESIDENT must be present for all routine or requested maintenance work or have the pet appropriately caged while University staff are working in the apartment. The presence of a pet may not interfere with the routine pest control treatment of apartments.