

## **ADD A PET INSTRUCTIONS**

Thank you for contacting us regarding adding a pet. **It is very important you follow the proper steps before placing a pet in your property.** All pets must meet the following criteria:

- Dogs must be six (6) months of age or older.
- Dogs and cats must have a current rabies vaccination as required by Indiana law.
- Dogs full grown weight must be less than 40 pounds for all multi-unit buildings and apartments.

**Before placing the pet in your home, you must complete the following steps:**

1. You must complete a pet screening application:  
<http://crmproperties.petscreening.com/>
2. A photo of the animal and a photo of the vet records must be uploaded to the pet screening profile created. Vet records must show the animal's predominant breed (for dogs), birthdate (for dogs), weight (for dogs), proof of current vaccinations (for cats and dogs), along with vet's name and one of the residents listed as the owner (for dogs and cats).
3. Once you have submitted the pet profile you will need to contact your Resident Coordinator to notify of completion, so that we can review the profile submitted.
4. Once the pet profile is approved (animal cannot be in property until profile approved), all residents on the lease will receive an email to sign the pet addendum. This email will come through RentSign for a digital signature.
5. Once the addendum has been signed, your pet processing fee and monthly pet fee will be added to your account and the pet will then be permitted to be at the property.

**Pets Fees:**

- Pet Profile Fee - PetScreening charges a minimum of \$20 per household pet profile submitted (no fee for service animals, emotional support animals or no pet profiles)
- A one-time pet processing fee of \$175 will be applied.
- Monthly pet rent fees range from \$40-\$85 and is determined by the PAW score provided via the PetScreening profile completed.
- An annual pet inspection will be done at a cost of \$75.00

***Failure to comply with all the steps may result in an unauthorized pet fee in addition to monthly pet fees retroactive to the start of your lease.***

**Any questions regarding the process should be entered into a resident conversation on your account & your Resident Services Coordinator will contact you within one business day.**

# **REMOVAL OF PET FEES INSTRUCTIONS**

In order to remove pet fees from your account we must first confirm the pet is no longer at the property and there is no present damage to the property. The following steps must be completed before we will remove the monthly pet fees:

1. You must schedule a pet inspection with our office. The pet inspection is to confirm the pet is gone and there is no present damage to the property. You will be charged a pet inspection fee of \$75.00. To schedule your pet inspection please create a work order through your maintenance portal.
2. Once the pet inspection has been completed, an amendment to remove the pet fees will be emailed, via RentSign, to all residents to electronically sign.
3. Once the amendment has been signed by all residents on the lease, pet fees will be removed from your account starting the following month.
4. If you do not pass the inspection, you will still be responsible for pet fees or repair costs associated with the damage.

**Any questions regarding the process should be entered into a resident conversation on your account & your Resident Services Coordinator will contact you within one business day.**