

## **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 vet record must be uploaded to pet screening documenting animal's predominant breed, birthdate, weight & proof of current vaccinations along with vets name and one of the residents listed as the owner.
3. Once approved, all residents on the lease will receive an email to sign the pet addendum. This email will come through DocuSign for a digital signature.
4. Once the addendum has been signed, your pet processing fee and monthly pet fee will be added to your account.

Pets fees:

- A one-time pet processing fee of \$175.00-\$250.00 depending on dog breed will be applied.
- Monthly pet fee \$25-\$80 depending on rating from pet application.
- An annual pet inspection will be done at a cost of \$75.00
- We accept all breeds of dogs but the following breeds to require the higher pet processing fee and monthly pet fee: *Akita's, Alaskan Malamutes, Presa Canarios, Chow Chows, Doberman Pinschers, German Shepherds, Pit bulls (Staffordshire Terriers, American Pit Bull and Bullies), Rottweilers and Siberian Huskies.*

***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 DocuSign, 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.**