



Application Code: \_\_\_\_\_

## Student Affairs

### University Housing and Residential Life

## SERVICE AND ASSISTANCE ANIMAL GUIDELINES AND AGREEMENT

**Student Name:** (Last Name, First Name) \_\_\_\_\_

RMS ID Number: \_\_\_\_\_ Temple University ID Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Temple E-mail Address: \_\_\_\_\_

**Assignment Information** Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

### Student Responsibilities

Any student bringing a service or support animals into University Housing must meet the following requirements in addition to those outlined in the Temple University Service/Assistance Animal Policy & Procedures:

- Complete the Service and Assistance Animal Guidelines and Agreement Form.
- Student must register their animal with the City of Philadelphia via the **City of Philadelphia Animal License Application**. (Applicable for dogs only)
- Student must keep all required vaccinations up-to-date and provide verification to the Office of University Housing and Residential Life by submitting a letter from a licensed veterinarian or appropriate medical records once a year with the submission of this form.

### Guidelines

1. The animal must have identification at all times. For cats and other small animals which may not tolerate collars and tags, microchip identification is sufficient. An exception can be made for animals that are primarily caged and confined to the residence.
2. The student is at all times responsible for the behavior of the animal. A student may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, jumping up on people, nipping, exhibiting aggressive behavior, or other disruptive behavior) if the student is unable or unwilling to take effective action to control the animal. Repeated instances of such behavior may result in the animal being excluded from university facilities until the student can demonstrate that they can effectively control the animal. Student must also ensure that the animal is kept clean. Animals that are excessively unclean (e.g. repeated soiling of facilities, flea-infested, and/or foul-smelling) may be excluded from University facilities.
3. Animals must be leashed using a leash that is 6' in length or less, harness or tether, or securely confined in a crate or carrier, unless (1) the student is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal's safe and effective performance of its work or task. Assistance animals are only allowed outside the student's residence within a 100' perimeter for the sole purpose of toileting; an exception is allowed for the purposes of reaching the nearest transit stop or the student's vehicle to travel off campus. Service animals are permitted anywhere their handler is permitted.
4. The student is responsible for any damage caused by the animal and must take appropriate precautions to prevent property damage or injury. The student is financially responsible for the actions of the animal including bodily injury or property damage, including but not limited to any replacement of furniture, carpet, drapes or wall covering, etc.
5. The student is responsible for any expenses the University incurs for cleaning which is above and beyond normal cleaning, including removal of odors caused by the animal, or for repairs to University premises. Potential costs include those incurred while the student occupies the residence hall space and those assessed when the student vacates the residence.
6. As a necessary and agreed upon service, University housing may enter the student's residence to determine the need and extent of management of fleas, ticks, or other pests introduced by service/support animals as needed. A University-approved pest control service will perform any necessary fumigation services, and the student will be billed for the expense of any pest treatment above and beyond normal required pest management.
7. The student must notify the Office of University Housing and Residential Life in writing if the animal is no longer needed as a service or support animal, or is no longer in residence. Notification should be sent to [housing@temple.edu](mailto:housing@temple.edu). The student must file a new registration (for service animals) or request (for assistance animals) when substituting an animal.
8. In the absence of its student, the animal may not remain in residence for more than of twenty-four (24) hours. An animal may only remain in the absence of its student for up to twenty-four (24) hours provided an appropriate care plan is in place. For example, a plan for walking, toilet, food, water, etc. Failure to provide an appropriate care plan may result in the removal of the animal or other arrangements to care for the animal in the absence of the student at the student's sole expense, which may include Philadelphia Animal Control
9. These guidelines will be reassessed annually. By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here.
10. Upon approval of this agreement, students agree to the University notifying all roommates of the approval of an animal in your residence hall accommodation.

Return this completed form and the **Service/Assistance Animal Documentation Sheet** on the next page with supporting documents to the **Office of University Housing and Residential Life**, 1910 Liacouras Walk, Suite 201 no later than August 1st.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ Move-in date: \_\_\_\_\_

Assignment and Billing Representative Date Date Resident Director Signature required

Processed by: \_\_\_\_\_

Assignment and Billing Representative Date

**DISTRIBUTION:** White - CSR; Yellow - Resident Director; Pink - AD



## Student Affairs

University Housing and Residential Life

# SERVICE AND ASSISTANCE ANIMAL DOCUMENTATION SHEET

Student Name: (Last Name, First Name) \_\_\_\_\_

RMS ID Number: \_\_\_\_\_ Temple University ID Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Temple E-mail Address: \_\_\_\_\_

### Assignment Information

Building: \_\_\_\_\_ Room Number: \_\_\_\_\_

## Animal Information

Animal's Name: (Last Name, First Name) \_\_\_\_\_

### Service Type: (Check one box)

Service Animal (A dog or miniature horse trained to perform work or tasks)  Assistance Animal (Provides emotional support)

### Animal Type: (Describe animal)

\_\_\_\_\_

### Breed of Animal:

\_\_\_\_\_

### Gender: (Check one box)

Male  Female

### Vaccinations: (Proof required)

	Documentation Provided	Documentation Provided
_____	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	Date
_____	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	Date

### Veterinarian information:

Print name of doctor

First Name

Last Name

Phone Number

### Animal License Information

License Number

Date issued

County license was issued

### Spay / Neuter Information

\_\_\_\_\_

Date of operation

### Animal Care Plan

An animal care plan is required prior to students moving into the residence hall. Plans should be provide to the Resident Director.

Back-up Care Giver #1 (First and Last Name)

Back-up Care Giver #1 Phone Number

Back-up Care Giver #2 (First and Last Name)

Back-up Care Giver #2 Phone Number

Please include copies of all vaccinations and license records for our records.