



# Pet Policy Enforcement Checklist for Rental Properties

## Initial Pet Application Review

Ensuring completeness and compliance with pet application requirements.

### Applicant Name(s)

Write something...

### Number of Pets

Enter a number...

### Pet Type(s)

☐ Dog

☐ Cat

☐ Other

### Breed(s) (if applicable)

Write something...

### **Pet Weight (lbs)**

Enter a number...

### **Date of Application**

Enter date...

## **Pet Screening & Approval**

Verifying pet information and conducting necessary screening processes.

### **Pet's Weight (lbs)**

Enter a number...

### **Breed Restrictions? (Select all that apply)**

- ☐ Pit Bull
- ☐ Rottweiler
- ☐ Doberman Pinscher
- ☐ Any Breed
- ☐ None

### **Vaccination Records Verified?**

- ☐ Yes
- ☐ No
- ☐ Pending

### Upload Vaccination Records

 Upload File

### Date of Last Rabies Vaccination

Enter date...

### Veterinarian Contact Information

Write something...

## Lease Addendum & Agreement

Confirming signed pet addendum outlining responsibilities and fees.

### Tenant Signature

### Date Signed

Enter date...

### Pet Type(s) Covered

- ☐ Dog
- ☐ Cat
- ☐ Other (Specify)

### Additional Pet-Related Conditions (if any)

Write something...

### Landlord Signature

## Pet Registration & Documentation

Maintaining records of registered pets and associated paperwork.

### Pet Name

Write something...

### Pet Breed

Write something...

### Pet Age (Months)

Enter a number...

### Pet Weight (lbs)

Write something...

### Spayed/Neutered?

- ☐ Yes
- ☐ No
- ☐ Unknown

### Pet Photo(s)

 Upload File

### Registration Date

Enter date...

### Notes/Special Considerations

Write something...

## Regular Pet Policy Compliance Checks

Monitoring adherence to rules regarding noise, damage, and sanitation.

### Date of Compliance Check

Enter date...

### Noise Levels

- ☐ Within Acceptable Limits
- ☐ Minor Noise Complaint
- ☐ Excessive Noise - Warning Issued

### Sanitation/Waste Management

- ☐ Properly Managed
- ☐ Minor Issue - Reminder Given
- ☐ Significant Issue - Further Action Required

### Number of Pet Waste Bags Observed (if applicable)

Enter a number...

### Observations/Notes

Write something...

### Potential Violations Observed (Select all that apply)

- ☐ Unleashed in Common Area
- ☐ Excessive Barking
- ☐ Damage to Property
- ☐ None

### Inspector Signature

# Addressing Pet-Related Complaints

Documenting and resolving tenant complaints regarding other pets.

## Complaint Description

Write something...

## Complaint Category

- ☐ Noise
- ☐ Damage
- ☐ Sanitation
- ☐ Aggression
- ☐ Other

## Complaint Severity (1-5, 1=Lowest)

Enter a number...

## Complaint Received Date

Enter date...

## Complaint Received Time

## Investigator Notes

Write something...

### Resolution Status

- ☐ Open
- ☐ In Progress
- ☐ Resolved
- ☐ Escalated

### Resolution Details

Write something...

## Enforcement of Policy Violations

Tracking and managing instances of policy infractions and corrective actions.

### Date of Violation

Enter date...

### Description of Violation

Write something...

### Severity Level

- ☐ Minor
- ☐ Moderate
- ☐ Severe



### Policy Sections Violated

- ☐ Noise Levels
- ☐ Damage Responsibility
- ☐ Waste Disposal
- ☐ Leash Requirements
- ☐ Pet Area Usage


### Warning Count (Previous Violations)

Enter a number...

### Details of Verbal Warning (if applicable)

Write something...

### Supporting Evidence (Photos, Videos)

 Upload File

### Action Taken

- ☐ Verbal Warning
- ☐ Written Warning
- ☐ Fine Imposed
- ☐ Lease Termination

### Property Manager Signature

# Documentation of Damage Assessments

Recording any property damage caused by pets and associated charges.

## Date of Damage Assessment

## Detailed Description of Damage

## Estimated Repair Cost

## Photos of Damage

 Upload File

## Charge to Tenant (if applicable)

## Damage Cause (if known)

- ☐ Normal Wear and Tear
- ☐ Pet-Related
- ☐ Accidental
- ☐ Unknown

**Property Manager Signature**

**Notes/Additional Comments**

Write something...

## Review of Pet Registration and Fees

Periodically updating pet registration information and ensuring accurate fee collection.

**Last Registration Review Date**

Enter date...

**Number of Registered Pets**

Enter a number...

**Fee Structure Review Status**

☐ Current & Compliant

☐ Needs Update

☐ Review in Progress

**Total Fees Collected (Pet)**

Enter a number...

### Fee Adjustment Needed?

- ☐ Yes
- ☐ No

### Notes on Fee Adjustments

Write something...

## Legal Compliance & Updates

Ensuring policies align with current laws and regulations regarding pets in rental properties.

### Last Policy Review Date

Enter date...

### Summary of Legal Updates Considered

Write something...

### Applicable State/Local Pet Laws

- ☐ Fair Housing Act
- ☐ State Pet-Friendly Housing Laws
- ☐ Local Pet Ordinances
- ☐ Service Animal Laws

**Service Animal Verification Requests Processed (Past Year)**

Enter a number...

**Notes on Recent Legal Consultations (if applicable)**

Write something...

**Current Status of Compliance**

- ☐ Fully Compliant
- ☐ Partially Compliant
- ☐ Not Compliant