



# THE TOPEKA HOUSING AUTHORITY

2010 SE California Ave. ▪ Topeka, KS 66607  
Phone: 785-357-8842 ▪ Fax: 785-357-2648 ▪ www.tha.gov

# THA Pet Policies

05/01/2015

## RESOLUTION NO. 2015-04

### Policies Relating to Common Household Pets

BE IT RESOLVED by the Board of Commissioners of the Topeka Housing Authority (THA) that the following common household pet policy is established for all THA complexes and units. This policy replaces all previous THA policies relating to this subject.

#### A. General

THA will offer housing to pet owners and tenants who acquire common household pets, under the terms and conditions described below. A common household pet is defined as a dog, cat, bird, rodent, fish or turtle.

*Note: These policies do not apply to animals that assist persons with disabilities nor to ADA-defined service animals. THA has separate policies regarding assistance animals.*

#### B. THA Obligations

1. THA will issue and enforce rules relating to tenant ownership and the care of pets.
2. THA will designate and post pet exercise areas at each complex.
3. THA will provide containers for the deposit of pet waste.
4. THA will not register a pet if:
  - a. It is not a common household pet,
  - b. Keeping the pet will violate any THA pet rule,
  - c. The pet owner fails to provide and/or update complete pet registration information or,
  - d. THA reasonably determines that a pet owner will be unable to comply with THA pet rules and related lease obligations.

#### C. Tenant Obligations

1. Pet owners must comply with all City and THA rules and regulations relating to the ownership and care of pets.
2. Pet owners are liable for any and all damages resulting from pet ownership including bodily harm to individuals and damages to housing authority buildings and property.
3. Pet owners living at elderly and/or disabled sites, must pay an additional security deposit for pets as specified in the THA Dwelling Lease Agreement. Pet owners living in general occupancy sites are required to pay the security deposit based on the number of bedrooms in the unit, as well as, a \$10.00 per month pet fee in addition to their regular monthly rent payment. This security deposit requirement and the \$10.00 monthly pet fee, does not apply in the case of tenants who have companion or service animals.
4. Pet owners must have pets under effective control while in their unit and must have them on a leash and under effective control in common areas of THA buildings and on THA property

5. Pet owners must address the exercise, care, and hygiene needs of their animals in ways that do not present a threat to the health or safety of any person or animal, nor interfere with the right of other tenants to peaceful enjoyment of their units and common areas.
6. Pet owners must register pets with THA before the animal is brought onto THA premises and renew pet registration at the same time as annual recertification of family income and composition.
7. As part of the initial registration process and annual renewal, pet owners must provide:
  - a. A certificate signed by a licensed veterinarian indicating that the animal has received all inoculations required by applicable state and local law and that it is spayed or neutered if it is a cat or dog,
  - b. Information or a photograph sufficient to demonstrate that the animal is a common household pet, proof that the animal is properly licensed by the City of Topeka (if applicable), and;
  - c. The name, address, and telephone number of one or more responsible persons who will take care of the pet if the owner dies, is incapacitated, or is otherwise unable to care for the pet.
8. Pet owners must sign a statement indicating that they have read and will abide by the terms of this Resolution and THA's pet rules.

#### D. Rules

The following rules apply to pet ownership by THA tenants.

1. Type, number and size
  - a. The number of pets that a tenant can have is limited to one category listed below:
  - b. One dog or one cat (a dog or cat cannot weigh more than 16 pounds, adult weight);
  - c. Two rodents;
  - d. Two birds (birds may not be more than 12 inches tall);
  - e. Two turtles (turtles are the only reptiles permitted as pets); or
  - f. One 20-gallon aquarium of fish.
2. Care of animals
  - a. All pets must be kept free from fleas, ticks, vermin and disease.
  - b. Pet owners exercising pets on THA property must do so only in areas designated by THA for this purpose.
  - c. Pet owners must promptly remove and properly dispose of all removable pet waste. Pet owners will be charged \$5.00 for the first occurrence and \$10 per occurrence thereafter when THA staff must remove pet waste from THA premises.
  - d. In the case of cats and other pets using litter boxes pet owners must change the litter at least once a week or more often if necessary. Pet waste and used litter must be sealed in plastic and promptly deposited outside in designated containers.
  - e. Bird cages must be cleaned at least once a week and more often if necessary, and loose seed must be cleaned up promptly.
  - f. City authorities will be notified if a pet is left unattended for 24 hours or more, and the pet may be removed from THA premises.
  - g. Pets may not be tied, chained or otherwise confined outside anywhere on THA property.

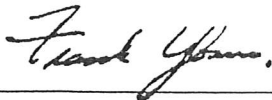
3. Courtesy to other tenants and to THA staff
  - a. Pets are allowed in the halls, elevators and common areas of THA high rises only in transition to and from the outside and only when carried or on a leash and under effective control.
  - b. THA will terminate the registration for any pet that disturbs other residents or THA staff by barking scratching, whining or by making other unusual noises or engages in any form of threatening behavior.
  - c. No pets of visitors are allowed in THA units or on THA premises.
  - d. Pet owners may not in any way alter an apartment unit or the area outside a unit to accommodate a pet.

**E. Non-Compliance**

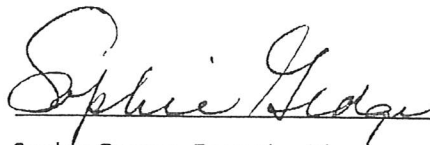
Failure to comply with THA pet policies and rules will result in THA serving a written notice of violation on the tenant.

1. This written statement will:
  - a. Contain a brief statement of the rule or lease requirement and how it has been violated;
  - b. State that the owner has 10 days from the date of service (24-hours in the case of an unregistered or visiting pet) to correct the violation including, if appropriate, removal of the animal or to make a written request for a meeting;
  - c. State that the owner is entitled to be accompanied by a person of his/her choice at the meeting;
  - d. State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the owner's tenancy.
2. If after meeting the owner and THA fail to resolve a problem or problems relating to compliance with THA's pet policies THA will send the owner a written notice which:
  - a. Summarizes the rule or rules violated,
  - b. Indicates that the owner must remove the animal within 10 days, and;
  - c. Provides notice that failure to remove the animal will result in action to terminate the owner's tenancy.

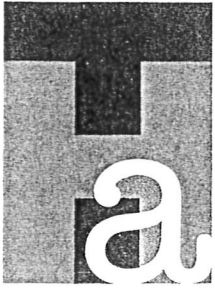
This resolution was ADOPTED AND APPROVED by the THA Board of Commissioners on April 28, 2015. This resolution is effective May 1, 2015.

 P.A.D.

Dr. Frank Ybarra, Chair



Sophie George, Executive Director



# THE TOPEKA HOUSING AUTHORITY

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## COMMISSIONERS

Frank Ybarra, PhD - Chair  
Franklin Young- V. Chair  
Shaye Downing  
Alisa Snavelly  
Gary Yager

## Pet Deposit and Monthly Fee Information

Type/size of unit	Deposit Due
Efficiency/ Studio	\$75.00
1 Bedroom	\$75.00
2 Bedroom	\$100.00
3 Bedrooms or more	\$150.00

*Effective May 1, 2015, residents will be required to pay an additional monthly fee of \$10.00 that will be due in addition to their monthly rent payment.*

*NOTE: The **TOTAL** deposit is due at the time of Registration. Failure to register your pet is a violation of your Lease and could result in Eviction from the Public Housing Program.*

TOPEKA HOUSING AUTHORITY  
Pet/Animal  
Registration Form

Date \_\_\_\_\_

COMPLIANCE WITH POLICIES AND RULES

This certifies that the tenant \_\_\_\_\_, who resides at \_\_\_\_\_ has read and agrees to abide by Topeka Housing Authority policies and rules relating to PET/ANIMALS.

A copy of these policies and rules is attached.

GENERAL INFORMATION

Type of Animal: \_\_\_\_\_ Animal Name: \_\_\_\_\_

\_\_\_\_\_ Veterinarian's certification that the animal has received inoculations required by applicable state and local law.

\_\_\_\_\_ Information or a photograph sufficient to identify the animal

\_\_\_\_\_ Proof that the animal is properly licensed

License Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

ALTERNATE CARETAKER

This person will care for this animal if the owner dies, is incapacitated, or is otherwise unable to do so.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

SIGNATURES

\_\_\_\_\_  
Tenant Name

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Staff Signature