

## **PET POLICY**

Please read this carefully ~ This is part of your lease

**400-68<sup>TH</sup> STREET**

**6900 BROADWAY**

**136-69<sup>TH</sup> STREET**

**7005 BOULEVARD EAST**

**HOUSING AUTHORITY OF THE TOWN OF GUTTENBERG**  
**6900 Broadway, Guttenberg, NJ 07093**

**201-861-0900**

**201-861-4521 fax**

Housing Authority of the Town of Guttenberg  
Pet Policy  
Revised October 2006

This policy sets forth rules for the keeping of common household pets by tenants of all the Guttenberg Housing Projects, NJ36-1, 2, 3 and 4.

**I. Definition of Pet is defined as:**

- A. One domesticated shorthaired dog not exceeding 20 pounds in weight at maturity and meeting other requirements of this policy.
- B. One domesticated cat meeting all requirements of this policy.
- C. Fish in one approved tank not exceeding 20 gallons of water.
- D. One or a pair of domesticated small birds in an approved cage no larger than parakeets, canaries or finches.
- E. One large domesticated bird in an approved cage not to exceed 15 inches.
- F. F. One hamster in an approved cage.
- G. One gerbil in an approved cage.
- H. One guinea pig in an approved cage.

**No snakes or reptiles of any kind.**

**No other living creatures shall be construed as a pet.**

**II. Pet Permit**

Prior to placing a pet into residency in any Housing Authority Administered Housing, applicant tenant must file an application for Pet Permit. A Pet Permit will be issued only after all initial conditions of this Policy have been met. Permit Fee of \$10.00 must be paid upon permission of the application for Pet Permit.

**III. Conditions for Pet Permit and Addendum to Lease Permitting a Pet**

Tenant will be permitted no more than one pet at a time. Tenant must comply with the following conditions and enter into an addendum to the Lease Agreement with the Housing Authority of the Town of Guttenberg Management:

- A. Housing Authority will take photographs of pet to be kept in tenants file.

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- A1. It will be grounds for eviction for tenant to have any other animal other than the registered photographed animal in their apartment.
- B. Tenant must file a certificate that the dog has been registered by the Town of Guttenberg in accordance with local ordinance each year.
  - C. Tenant must file evidence in the form of an acceptable certificate that the dog or cat is in good health and has been inoculated for distemper and rabies and that the inoculation is current each year and that the pet is not pregnant and has been spayed or neutered. In the event the pet is too young to be spayed or neutered, Tenant agrees to provide evidence of same by the pet's 1<sup>st</sup> birthday.
  - D. Tenant must sign a statement that Tenant assumes all personal financial responsibility for damage to any personal or project property caused by pet and assumes personal responsibility for personal injury to any party caused by said pet.
  - D. Applicant must certify and agree to the general terms and conditions concerning the management of said pet and acknowledge that the addendum to the lease may be made null and void for failure to follow pet management rules.
  - E. Prior to the execution of an addendum to the lease permitting a pet, Tenant must post a pet security deposit of \$100.00 for a cat, \$250.00 for a dog or \$25.00 for \_\_\_\_\_ caged bird(s) or one twenty gallon fish tank, or one hamster or one gerbil in an approved cage or one guinea pig in an approved cage listed as above. Said security deposit will be applied to damages caused by pet upon Tenant vacating apartment, together with assessment to Tenant for any deficiency in the amount of the deposit as applied to specific damages.
  - F1. Residents of NJ36-4 with a cat or dog who have paid the \$100.00 security deposit or those who have paid \$25.00 security deposit for birds or a fish tank listed on the previous Pet Policy will be grandfathered in for the current pet. If the current pet passes away, the tenant will be subject to the new fees stated in this policy unless current tenant previously had a pet of the same type in which Security Deposit was not refunded. Present pet will have to be photographed by the Housing Authority and must comply with other required documentation.

There was no previous Pet Policy for tenants of NJ36-1,2 & 3 but two birds in approved cage were listed in Section 13D of their lease. Therefore, those tenants with 1 or 2 small birds will not be required to pay the \$25.00 Security Deposit at this time and will be grand-fathered in. Present birds must be photographed by the Housing Authority. Tenant must notify the Housing Authority if the present birds pass away and \$25.00 Security will be charged for any replacement birds. Tenants will be required to abide by the other regulations set forth in the new Pet Policy adopted at the 9/11/00 Housing Authority Meeting.

- G. Tenant must file the names, addresses, and phone numbers of two responsible parties who, in case of emergency, will take care of or remove the pet from the premises (To be updated annually at regular re-examination). If it is not possible for Management to reach these parties, or if they are not willing to take care of or remove the pet, Management may enter the premises, remove the pet, and place it in a pet facility for a maximum of five days at Tenants expense. Thereafter, the pet will be transferred to an animal shelter. Any pet may also be removed by Management if it is construed as a threat to other Tenants.
- H. Tenants that will be absent from their apartment for more than 24 hours must make provisions to have someone care for the pet off the Housing Authority premises unless

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it is another tenant residing in the same building.

**IV. Pet Management Plan**

- A. Tenant may keep no more than one cat, or one dog, or two small caged birds, or one large bird or one 20-gallon fish tank or one hamster or one gerbil or one guinea pig.
- B. A dog or a cat is to be confined to the apartment unless on a leash. Pets are not permitted in any of the common areas or grounds of any of the Housing Authority projects. Leashed pets are to be taken through the Rear Exit.
- C. Tenant acknowledges responsibility for the cleanliness of the pet and the removal of pet waste from the building daily by:

- 1. Cats must have litter boxes, which must be emptied twice a week.
- 2. Placing cat litter waste into plastic bag, tying said bag to prevent leakage and depositing in trash chute.
- 3. Placing dog on leash and walking it off the Housing Property and removing pet waste from area in plastic bag, tying said bag to prevent leakage and depositing in trash chute.
- 4. Cleaning up pet residue, hair, seeds, feathers with tenant owned vacuum cleaner so that apartment is kept clean and free from odors.
- 5. Preventing the pet from damaging property and assuming all liability where said pet contributes to or causes property or personal damage.
- 6. Managing pet in such a way that it does not cause continual complaints from other tenants regarding its behavior or activities.
- 7. Certifying that cat or dog is not pregnant and has been spayed or neutered. If pet is a young cat or dog, Tenant must agree to have pet spayed or neutered as soon as it reaches reproductive maturity and to provide Management with a Veterinarian's certification of the procedure.
- 8. Keeping pet free from fleas or ticks.
- 9. Only Senior Citizen, physically handicapped or disabled tenants are permitted to use the elevator to take the animal in or out of the building.

Any tenant that would like to have a dog rather than one of the other pets listed will have to wait until an apartment on one of the specified floors listed in the Pet Policy are vacant or request a present tenant on one of the floors to switch apartments with them. Changing of apartments must be at tenant's own expense with Housing Authority approval.

All documentation must be presented annually at the annual re-examination.

**V. Limit on Floor of the Housing Authority Building Where Dogs May Be Kept As Follows:**

400-68<sup>th</sup> Street and 136-69<sup>th</sup> Street  
6900 Broadway  
7005 Boulevard East

First and Second Floors only  
First and Second Floors only  
Second Floor 2<sup>nd</sup> Floor

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Other listed pets can be kept in apartments on any floor.

**VI. Inspection of Apartment**

Tenant agrees that the apartment will be available for inspection for compliance with the pet policy at any time 9:00 a.m. and 4:00 p.m. Monday through Friday, on 24-hour notice unless it is deemed an emergency or it is suspected that the tenant has an illegal pet.

**VII. Termination of the Pet Permit**

- A. The termination of Pet Permit permitting a pet will occur upon the death of the pet or upon its permanent removal from the premises. Substitution of another pet will not be allowed, unless approved by the Housing Authority and all documentation received and pictures taken by the Housing Authority.
- B. The following conditions may be considered cause for the termination of the pet permit.
  - 1. Pet has caused damage to apartment, common areas, personal property, or persons.
  - 2. Pet has bitten, scratched, menaced such as growling, barking or jumping on other tenants or caused injury to any person.
  - 3. Pet makes sounds that are generally annoying to tenants or Management.
  - 4. Pet defecates or urinates in apartment or common areas or common grounds.
  - 5. Pet is found out of control of tenants; such as, dog or cat off leash, or any pets not caged.
  - 6. Town of Guttenberg license has expired.
  - 7. Inoculations are not current.
  - 8. Management has determined that the pet is a danger and a hazard to the health and safety of tenants, Management, or guests due to consistent odors, fleas or any of the above.
- C. In the event the Pet Permit is terminated, the tenant must remove the pet from the apartment. Failure to do so will constitute grounds for the tenant's eviction.

**VIII. Death of Pet**

In the event of death of pet, tenant shall be responsible for arranging for burial or other disposal, off the premises.

**No visiting pets will be allowed in any Guttenberg Housing Authority Buildings.**

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**ADDENDUM TO LEASE AGREEMENT WITH THE HOUSING OF THE TOWN OF GUTTENBERG, MANAGEMENT, AND \_\_\_\_\_, TENANT, DATED \_\_\_\_\_, FOR PREMISES AT \_\_\_\_\_, APARTMENT \_\_\_\_\_, GUTTENBERG, NEW JERSEY, TO PERMIT TENANT TO KEEP A PET.**

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I, \_\_\_\_\_, understand and agree to comply with the terms and conditions of the pet policy of the Housing Authority of the Town of Guttenberg, as it may be amended.

1. Management will hold the pet security deposit for the period tenant occupies the apartment. After Tenant has moved from the apartment, Management will determine whether Tenant is eligible for a refund of any or all of the pet security deposit, and will make such refund within 30 days. The pet security deposit will be held at the First Union Bank, N/A, N.J. Rent Security Control Center, 100 Fidelity Plaza, New Brunswick, NJ 08905, with your rent security, in an interest bearing account.
2. Tenant agrees to apply for pet permit with the Guttenberg Housing Authority before any pet may occupy the apartment.
3. Tenant agrees to file a certificate that the pet has been registered by the Town of Guttenberg in accordance with local ordinance.
4. Tenant agrees to have dogs or cats spayed or neutered and to keep the pet properly inoculated for rabies or distemper and will annually file proof that such inoculations are current.
5. Tenant agrees to assume all personal financial responsibility for damage to any personal or project property caused by the pet and assumes personal responsibility for personal injury to any party caused by pet.
6. Tenant hereby certifies and agrees to comply with the Housing Authority's Pet Policy and understands and acknowledges that this addendum to the lease may be terminated for failure to follow and abide by the pet policy.
7. Tenant agrees to provide the names, addresses, and phone numbers of two responsible parties who, in case of emergency, will take care of or remove the pet from the premises and will update the information annually at time of regular re-examination.
8. Tenant agrees to pay for any and all costs for the care of the pet in a pet care facility, if it becomes necessary, in the event of an emergency.
9. Tenant agrees to make the apartment available for inspection, between 9:00 a.m. and 4:00 p.m., Monday through Friday, with a 24-hour notice unless it is an emergency or it is suspected that they have an unauthorized pet.

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10. Description of pet.

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11. Tenant agrees to have pet photographed by the Guttenberg Housing Authority.

The Pet Permit may be terminated if Tenant's right of occupancy is lawfully terminated. If the conditions and terms of this lease addendum, or those of the pet policy, are violated in any way by Tenant, Tenant's Household or Tenant's guests, the Housing Authority may, at its discretion, revoke the Pet Permit or terminate the tenant's lease for failure to comply with this policy.

\_\_\_\_\_  
TENANT

Date: \_\_\_\_\_

\_\_\_\_\_  
MANAGEMENT

Date: \_\_\_\_\_

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**HOUSING AUTHORITY OF THE  
TOWN OF GUTTENBERG  
6900 BROADWAY  
GUTTENBERG, NJ 07093  
(201) 861-0900**

**PET PERMIT APPLICATION**

**Project Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Resident Name** \_\_\_\_\_ **Apt. #** \_\_\_\_\_

Type of permit requested:

(1) Large Bird \_\_\_\_\_ Small Birds \_\_\_\_\_ (1) 20 Gallon Fish Tank \_\_\_\_\_  
(1) Cat \_\_\_\_\_ (1) Dog \_\_\_\_\_ (1) Hamster \_\_\_\_\_  
(1) Gerbil \_\_\_\_\_ (1) Guinea Pig \_\_\_\_\_

Age of Pet: Month \_\_\_\_\_ / Year of Birth \_\_\_\_\_

Date pet is expected to be brought to the apartment \_\_\_\_\_

Pet Security Deposit is required as follows:

**Cat \$100.00**                      **Others \$25.00**

**Dog \$250.00**

Municipal License Effective Date: \_\_\_\_\_

I designate \_\_\_\_\_  
Name                                      Address                                      Phone

\_\_\_\_\_ as responsible parties to care for my pet in case of my absence or in an emergency.  
Name                                      Address                                      Phone

Proof of good health received. \_\_\_\_\_

Proof of Spayed or Neutered received \_\_\_\_\_

By \_\_\_\_\_  
Resident Signature



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DO NOT WRITE BELOW THIS LINE

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Date Application received \_\_\_\_\_ BY \_\_\_\_\_

Policy Explained to tenant by \_\_\_\_\_

Amount of Pet Security Deposit \_\_\_\_\_

Apartment inspected for housekeeping Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by \_\_\_\_\_

Rejected by \_\_\_\_\_ Reason \_\_\_\_\_

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Date Permit Issued \_\_\_\_\_ Permit # \_\_\_\_\_