

# Support Animal Request

**The Anchorage Condominium Association (ACA) complies with all Fair Housing [HUD and ADA] requirements to accommodate service assistance or support animals.**

## **Procedures and Policies**

### **Procedures:**

- 1.** An owner or owners acting as landlord must submit a request in writing for reasonable accommodation for a service, assistance, or support animal (herein after referred to as a Support Animal) to the Board of Directors of the Anchorage Condominium Association, and include a completed copy of the registration form attached below.
- 2.** If this request is initiated by a tenant, proof of owner/landlord permission must be attached.
- 3.** The request must be accompanied by a written document from an authorized or accredited person(s) or organization(s) documenting the need for a Support Animal in accordance with Fair Housing and related regulations.
- 4.** The Board of Directors at The Anchorage must act within 30 days after receipt of the written request or the request will be considered approved.

### **Policies:**

Approved Support Animals and their owner/handler must follow the ACA guidelines regarding authorized Support Animals for the safety of all residents, guests, employees, or service personnel at The Anchorage.

- 1.** Support Animals must be on a leash when on the common areas at The Anchorage. Any animal found on property unleashed, unaccompanied, and not registered as a Service Animal with the Anchorage Condominium Association office, will immediately be turned over to the local Humane Society.
- 2.** Owner(s) or handler(s) of support animals must immediately clean-up animal waste and dispose of the matter in a sanitary fashion.
- 3.** Owner(s) or handler(s) of support animals must follow regulations concerning animal licensing and vaccinations as required by Virgin Island law.
- 4.** Owner(s) or handler(s) must be in control of their Support Animal at all times when in the common/public areas at The Anchorage.
- 5.** Support Animals may not be left on a unit balcony while the owner or handler is away from The Anchorage. If a Support Animal is abandoned in an Anchorage Unit and creates a noise nuisance which affects other residents, the permission for Support Animal will be revoked.



## Registration of Support Animals at The Anchorage

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

The Support Animal in Unit \_\_\_\_\_ at The Anchorage is

Owned/Handled by \_\_\_\_\_

Contact information:

Unit owner \_\_\_\_\_ Email \_\_\_\_\_

Contact information:

Tenant \_\_\_\_\_ Email \_\_\_\_\_

If this request is initiated by a tenant, proof of owner/landlord permission must be attached:

In an emergency, who would you like the Anchorage Condominium Association staff to contact?

\_\_\_\_\_

Telephone / cell: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

This Support Animal is in service to: \_\_\_\_\_

This Support Animal's

Name is \_\_\_\_\_

Proof of vaccination(s) on file at ACA office

Signature of Owner/Handler \_\_\_\_\_

Approval date: \_\_\_\_\_ By: \_\_\_\_\_ ACA Board Member / Staff