



200 Gibson Street / Tonawanda, New York 14150 / 716-692-3555

07/26/2021

Tenant / Applicant

Gibson and Hinds Street Apartments

Tonawanda NY 14150

THA Resident

On June 22, 2021, the Tonawanda Housing Authority Board of Directors passed a Resolution containing documented rules regarding Emotional Support Animals and Service Animals. I'm sending you a copy of the THA Request for Service Dog / Emotional Support Animal Application and Agreement.

- The Board noted that the law that pertains to a request for a Service Animal or ESA accommodation as the first step in bringing such an animal onto the property is to present, in writing, a request to the Landlord for such an animal PRIOR to the animal being brought onto the THA property.
- Please read and complete the Application as it applies to your situation. Sign and date the form and return to our Office. We will provide a copy of the completed document to you.
- Read and complete the Agreement, sign, date and return. *Please note that you have 30 days from the return of this Agreement to register your dog with the City of Tonawanda. A copy of that registration needs to be provided to THA.*

Thank you

A handwritten signature in black ink, appearing to read "Dale Kokanovich". The signature is stylized and written over the "Thank you" text.

Dale Kokanovich / Manager

TONAWANDA HOUSING AUTHORITY

RESOLUTION

WHEREAS, fair housing and disability discrimination laws have held that maintaining an Emotional Support Animal ["ESA"] on a leased premises is a reasonable accommodation for individuals with disabilities, and

WHEREAS, the Tonawanda Housing Authority seeks to change its policy regarding animals in its Tenants Manual to reflect and be in compliance with the law, and

WHEREAS, making said changes to the Tenants Manual would provide THA residents clear direction to apply for an ESA when needed, now, therefore, be it

RESOLVED, that subsection "W – Animals" of the Tonawanda Housing Authority Tenants Manual is hereby amended to state the following:

"ANIMALS

Pets are not allowed on the premises, unless otherwise permitted by the Executive Director. Tenants who wish to have a pet on the premises must contact the main office for the rules and regulations, a \$100.00 pet security deposit, and prior authorizations. All animals permitted on the premises must be properly licensed and vaccinated.

Tenants with mental or physical disabilities may maintain a Service Dog or an Emotional Support Animal on the premises, subject to the completion of a Request for Service Dog/Emotional Support Animal Application and Agreement. Tenants seeking maintenance of an Emotional Support Animal must submit documentation evidencing their mental or physical impairment and the basis for maintaining an Emotional Support Animal as a reasonable accommodation.

If an animal disturbs the peace and quiet enjoyment of other residents through nuisance or if a Tenant is not complying with the Tenant's obligations under the Request for Service Dog/Emotional Support Animal Agreement, Tenant will be given an opportunity to cure the problem. If the problem is not cured, Tenant will be required to remove the animal from the premises. If an animal's behavior poses a threat to the health and safety of other residents, the animal will be required to be removed."

TONAWANDA HOUSING AUTHORITY
REQUEST FOR SERVICE DOG/EMOTIONAL SUPPORT ANIMAL
APPLICATION AND AGREEMENT

TENANT'S NAME: _____

ADDRESS: _____

ANIMAL DESCRIPTION: Name: _____ Color: _____

Type of Animal: _____ Breed: _____ Age: _____

Weight: _____ Gender: _____ License No. _____

This animal is a(n): Service Dog Emotional Support Animal

Please complete the following section as applicable:

Service Dog Request

Service dogs are trained to perform specific tasks to assist individuals with disabilities, including individuals with mental health disabilities. Service dogs do not need to be professionally trained or certified but may be trained by the individual with a disability or another individual. Examples of service dogs include, but are not limited to guide dogs, signal dogs, or other service dogs particularly trained to alleviate a particular existing disability.

1. Is the service dog required because of an existing disability? Explain. _____

2. What work or task has the dog been trained to perform? Explain. _____

Emotional Support Animal Request

Emotional support animals provide emotional, cognitive, or other similar support to individuals with disabilities. An emotional support animal does not need to be trained or certified.

1. Please explain why you need an emotional support animal as a reasonable accommodation. _____

2. Please submit with and attach to this application a written opinion, signed by a licensed doctor or mental health counselor, consisting of the following information:

- A. The issuer's license number, contact and business information
- B. Whether you have a physical or mental impairment.
- C. Whether your impairment substantially limits a major life activity or bodily function
- D. Whether an emotional support animal would alleviate the hardships caused by said physical or mental impairment

3. Please submit any additional evidence of a physical or mental impairment, including any determination of disability from a governmental agency or any determination of housing assistance due to a disability.

Note: Some websites sell certificates, registrations and licensing documents for emotional support animals for anyone who answers questions and pay a fee. Such documentation from the internet is not, by itself, sufficient to establish a disability

4. If the animal is not a dog, cat, small bird, rabbit, hamster, gerbil, other rodent, fish, turtle, or other small, domesticated animal that is traditionally kept in the home for pleasure rather than commercial purposes, please submit an additional note, signed by a licensed doctor or mental health counselor, explaining the following:

- A. The date of the last consultation with the tenant
- B. Any unique circumstances justifying the tenant's need for that particular animal
- C. A written explanation as well as reliable supporting documentation describing why this specific animal is a reasonable accommodation

The Executive Director will make the initial determination as to the completeness of this application and the sufficiency of the documentation submitted. Following review, the Executive Director will then issue a written approval or denial, with a written explanation of the denial in such event.

Tenant's Signature

Date

AGREEMENT

1. Only the animal listed and described in this application is authorized and permitted in the apartment.
2. Tenant shall maintain control of the animal at all times and represents that the animal will not cause any damage, discomfort, annoyance, nuisance or in any way to inconvenience or cause complaints from any other resident, guest, neighbor or employee. Tenant is responsible for his or her animal. If an animal becomes unruly, disturbs the peace, and quiet enjoyment of other residents through nuisance, excessive noise, including barking, whining, or behavior posing a threat to the health and safety of other residents, Tenant may be asked to remove the animal from the premises.
3. Tenant is responsible for cleaning up after the animal and promptly and properly disposing of all animal waste. Tenant must provide and maintain an appropriate litter box, if applicable. Use of common area grounds or amenities or the floors, balconies, patios, of the premises for animal waste elimination is prohibited.
4. Tenant must keep the animal leashed or harnessed, or in a carrier, and under complete control of a responsible person at all times when outside the apartment.
5. The animal shall not be left alone, or tied, chained or placed outside of the apartment, including but not limited to patio and balcony areas.
6. Tenant shall be liable to the Tonawanda Housing Authority for all damages or expenses incurred by the Tonawanda Housing Authority in connection with the animal, including, but not limited to, damage above ordinary wear and tear to the premises, common area grounds, or amenities, caused by the animal.
7. It is highly encouraged that the animal be spayed or neutered and immunized for rabies and distemper, and treated for fleas and ticks.
8. Tenant shall not breed the animal or otherwise allow the animal to produce offspring.
9. Tenant shall register and license any dog maintained on the Tonawanda Housing Authority's premises with the City of Tonawanda. Tenant shall provide proof of registration and licensing to the Tonawanda Housing Authority within 30 days of the date of Tenant's signature.
10. All other rules and regulations of the Tonawanda Housing Authority pertaining to pets remain in effect and failure to comply with said rules may result in administrative disciplinary action.

Tenant

Date

Executive Director

Date