

Old Dominion University

Emotional Support Animal Agreement

The following guidelines govern the presence of an emotional support animal in the residential space of a student after the Office of Educational Accessibility approves the student's request.

First Name: _____ Last Name: _____

Student ID: _____ Cell Phone: _____

Please review each area and initial next to each paragraph. The student requesting the accommodation must complete this form. If the student is under the age of 18, the parent will also sign the agreement.

Animal Name: _____ Animal Type: _____

Animal Breed: _____ Hair Length: _____

Veterinarian Name: _____ Veterinarian Phone: _____

The university will not permit animals that are poisonous, venomous or can be reasonably viewed as high risk.

Information & Documents to Attach:

- Veterinarian assessment of animal breed/mix of breed
- Clear photograph of the animal
- Record of license & registration in Norfolk, VA (for all animals that Norfolk registers; e.g. dogs, cats)
- Record of up-to-date vaccinations

All animals must have all veterinarian-recommended vaccinations necessary to maintain the animal's health and prevent contagious diseases. Student partners are expected to submit documentation of vaccinations to the Housing & Residence Life Office (Virginia House) before August 1 for the Fall semester and December 1 for the Spring semester. The University reserves the right to request updated verification at any time during the animal's residency. Documentation shall be maintained at the residence at all times.

In the event that the student experiences a personal emergency or is unable to care for the animal for any reason, an emergency contact must be identified. This contact must be someone who would arrive to retrieve the animal from campus within 3 hours of notification from the University:

Emergency Contact Name: _____

Emergency Contact Relationship to Student: _____

Emergency Contact Phone Number: _____

Emergency Contact Address: _____

2nd Emergency Contact Name: _____

2nd Emergency Contact Relationship to Student: _____

2nd Emergency Contact Phone Number: _____

2nd Emergency Contact Address: _____

I have read and understand the document “Guidelines for Emotional Support Animals and ODU Housing & Residence Life”.

Licensing:

_____ In the City of Norfolk, a license is required for every cat or dog residing in the city as soon as they reach four months of age.

Guidelines for Animal Care:

_____ Vaccination: The emotional support animal must have vaccinations and immunity shots against rabies (and/or other diseases common to the type of animal). In Norfolk, a current rabies certificate is required in order to obtain a license.

_____ Routine care of the animal is expected and includes flea and tick prevention, de-worming, and annual examinations. The University will need verification of this on an annual basis and prior to the animal taking residency.

_____ Emotional support animals must be clean. Daily care may be required to keep animal odor to a minimum.

_____ Animals must be housebroken (e.g. dogs are “housebroken” and cats must be litter box trained. Other small animals such as rabbits, gerbils, are not to be left running loose in a student’s room). The student is responsible for properly containing and disposing of all animal waste. Indoor animal waste must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately picked up by owner, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.

_____ Cutting the animal’s hair cannot take place within the residence halls or anywhere on University property (off campus locations or professional groomers must be utilized).

_____ The student must effectively control the animal at all times. The animal cannot pose a direct threat to the health and safety of others. If the owner cannot effectively control the animal or if it poses a direct threat to the health or safety of others, the permission to keep that particular animal in University-managed housing will be rescinded until such a time that the problem is resolved.

_____ The emotional support animal will have fresh water and appropriate food on a daily basis.

_____ Cats: Litter boxes must be placed on mats so that waste is not tracked onto carpeted surfaces.

_____ All emotional support animals must be housed in acceptable conditions within the residential area (e.g. an appropriately sized crate).

_____ If any animal neglect is suspected, Housing & Residence Life (HRL) will contact the student, Old Dominion University Police Department (ODUPD), and the Humane Society. The handler has the sole responsibility of the animal. The animal should not be left alone for any extended period of time or under the care of roommates or guests.

_____ All animals should have a tag that identifies the owner and contact information in case of an emergency.

_____ The animal is only permitted in the assigned residence of the student with the accommodation. If the animal spends any length of time in another room or residence, the involved students will be documented and referred to the conduct process.

Guidelines for interaction with roommates/suitemates and the community:

_____ The emotional support animal may not be taken into classrooms or other buildings on campus or allowed to roam freely on campus grounds.

_____ The student must keep the animal on a leash/lead when the animal is in a public area (e.g., relieving itself outdoors). Emotional support animals are **only** allowed in indoor common areas as needed to enter and exit University-managed housing. These animals are not permitted in any other area other than the student's residence.

_____ The student is responsible at all times for the actions of the animal. The student is responsible for any odors, noise, damage, or other conduct of the animal that disturbs others or damages the premises.

_____ The student is responsible for assuring that the animal does not interfere or cause difficulties for students who reside in the building. Sensitivity to residents with allergies and to those who fear animals is important to ensure a positive living community.

_____ The student is responsible for instructing others on appropriate interactions with the animal and setting clear expectations.

_____ The emotional support animal may not be left overnight in a university residential facility to be cared for by another student. An owner leaving campus for a prolonged period must remove the emotional support animal from campus.

_____ Roommates/Suitemates will be notified about the animal. The notification will include the type of animal, size, and what services the animal performs. Roommates/Suitemates may request a room change from the Housing & Residence Life if they have a desire to do so.

_____ Any time the student requires service by University Facilities for their room or apartment, they are requested to call in order to arrange a time when they will be present. Additionally, the student's room/apartment number will be placed on a list so that in the event of a need for emergency facilities assistance, University staff is aware of an animal in the location.

Additional Agreements:

_____ The student is financially responsible for the actions of the animal including bodily injury, property damage, replacement of furniture, carpet, blinds, etc. The student is expected to be responsible for all costs

returning the unit to the same condition of move-in. This may include cleaning all carpets and upholstery to remove pet odors, dander, hair, etc.

_____ Housing & Residence Life staff or designee will inspect the residential unit on a regular basis. If fleas, ticks, or other pests are detected through inspection, the unit will be treated using University-approved pest control services. The student will be responsible for any/all costs.

_____ The student is responsible at all times for the actions of his or her animal. The student is responsible for any odors, noise, damage, or other conduct of his or her animal that disturbs others or damages the premises.

_____ The University has the right to reassign the student to another accommodation if care of the animal or interactions with others become a concern.

_____ I give permission to the University to contact my animal's veterinarian to request additional medical documentation if needed.

_____ I will not falsely present an animal, including a pet, as an emotional support animal. If this occurs the involved student will be documented and referred to the conduct process.

_____ If the student violates any provision of this document, the animal may be required to be removed immediately from on-campus housing.

Old Dominion University reserves the right to request that an approved emotional support animal be removed from campus and/or removed at the student's expense if:

- The owner fails to properly clean up and dispose of the animal's waste.
- The animal is not housebroken.
- The animal injures another person.
- The animal demonstrates unprovoked aggressive behavior toward another person or animal (even if there is only a single occurrence of said behavior).
- The animal becomes a direct threat to the health and safety of others (this might include, but is not limited to, the animal's illness, lack of cleanliness, or presence in an inappropriate area that may put the animal or others at risk). Or,
- If the owner violates these guidelines.

I have read and agree to all of the terms identified above.

Student's Signature

Date

Parent's Signature (for students under 18)

Date

Adapted from the Clemson University & Longwood Housing Service Assistance Animal Agreement