Service and Assistance Animal Policy in UCSF Housing

1. The tenant is responsible for ensuring that s/he is in full control of the Service or Assistance Animal at all times. Reasonable behavior is expected from Service and Assistance Animals. A tenant may be directed to remove an animal that is unruly or disruptive (e.g. barking excessively, running around, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) if the tenant is unable or unwilling to take effective action to control the service animal. Repeated instances of such behavior may result in exclusion from university facilities until the tenant can demonstrate that s/he can effectively control the animal.

2. The tenant must also ensure that their animal is kept clean and well groomed. Animals that are excessively unclean (e.g., repeated soiling of facilities, flea-infested, foul-smelling and/or shedding excessively) may be excluded from university facilities.

3. The tenant is legally and financially responsible for the actions of the Service or Assistance Animal including bodily injury or property damage. The tenant’s responsibility includes, but is not limited to, replacement or restoration of furniture, carpet, window, wall covering, and the like. The tenant is expected to cover these costs at the time of repair and/or move-out.

4. The tenant is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to University premises that are assessed after the tenant and animal vacate the residence. Housing shall have the right to receive compensation from the tenant for damages.

5. The owner should inform Housing and SDS or HR in writing if the Service or Assistance Animal is no longer needed or is no longer in residence. To substitute a Service or Assistance Animal the tenant should file a new Tenant Animal Information Form.

6. Service Animals may travel freely with the tenant throughout University Housing. Assistance Animals must be contained within the rental unit at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness for toileting. When outside the residence, a tenant with an Assistance Animal shall carry proof that the animal is an Assistance Animal. The office providing approval (SDS or HR) will provide a letter confirming the Assistance Animal’s status.

7. The Service or Assistance Animal may not be left on its own in the rental unit for more than 3 days. If an animal is causing a disturbance and the tenant cannot be reached, UCSF police may enter the apartment to check on its welfare and may call the local Animal Care and Control to remove the animal if deemed appropriate.

8. The owner agrees to comply with animal health and wellbeing requirements as follows:
   a. Care, supervision, and control of the animal are the responsibility of the individual who benefits from the Approved Animal’s use. The person is required to maintain control of the animal at all times.
   b. Animals must be housebroken. The tenant is also responsible for ensuring the cleanup of the animal’s waste and, when appropriate, must toilet the animal in areas designated by the University consistent with the reasonable capacity of the tenant. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and sealed before being disposed of in accordance with the Housing Agreement policy on Composting, Recycling, and Trash. Litter boxes should be placed on mats so that waste is not tracked onto carpeted surfaces.
c. Vaccination: In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Although not mandated, cats should have the normal shots required for a healthy animal. City of San Francisco licensing requirements are followed.

d. Licensing: Housing, HR, and SDS reserve the right to request documentation showing that a dog has been licensed (Note: San Francisco law requires that every dog be licensed). The animal should wear identification at all times. For cats and other small animals that may not tolerate collars and tags, microchip identification is suggested.

e. Leash: The animal must be leashed using a leash that is 6’ in length or less, harness or tether or securely confined in a crate or carrier, unless (1) the partner is unable to use a leash, harness, or tether due to disability or (2) use of such a restraint would impede the animal’s safe and effective performance of its work or task.

f. Other Conditions: Housing may place other reasonable conditions or restrictions on the animal depending on the nature and characteristics of the animal.

9. Any violation of the above rules may result in the exclusion of the animal from University Housing. If an animal is properly excluded from the premises, the partner will be permitted to reside in housing without the Service or Assistance Animal.

10. Should the approved animal be excluded from the premises for any reason, the tenant is expected to fulfill his/her housing obligations for the remainder of the Housing Agreement.

11. Housing may exclude an approved animal when any of the following apply:
   a. The animal poses a direct threat to the health or safety of others.
   b. The owner does not comply with the “Service or Assistance Animal Owner’s Responsibilities in University Housing”, outlined above and below.
   c. The animal is unruly or disruptive (e.g. barking excessively, running around, jumping up on people, exhibiting aggressive behavior, repeated soiling of facilities) and the tenant is unable or unwilling to take effective action to control the animal.

Conflicts between service and assistance animals and others’ severe allergies, phobias, etc. will be addressed on a case-by-case basis (e.g. relocation to another university housing facility).

Please take your animal’s health and welfare into consideration when selecting the type and size of requested apartment.

Tenant Signature: ____________________________________________

Date: ________________________________________________________