

**FACILITY:** TRINITY TERRACE  
**POLICY:** VISITOR PET POLICY AND APPLICATION  
**DEPARTMENT:** RESIDENT SERVICES

**Effective Date:** May 7, 2012

**Revision Date:**

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**PURPOSE:** To establish rules and regulations regarding the admittance of pets owned by visitors to Trinity Terrace City Tower. The following rules and regulations, as issued by Administration, apply to all visitors with pets to Trinity Terrace City Tower. No pets are permitted in the Terrace Tower or any of the common areas of the community, unless certified as a service animal. These rules and regulations shall remain until modified by Administration.

**POLICY:** The following Visitor Pet Policy is written in recognition of the rights and needs of the Trinity Terrace residents.

- The term “pet” is defined as a domesticated small animal which includes dogs and cats. Any pet not covered by the above definition, such as birds, must be approved by Administration.
- Guests of Trinity Terrace residents who have dogs or cats are required to abide by the Trinity Terrace Pet Policy. Guests who are staying in the Terrace Tower Guest rooms are not allowed to bring pets, unless they have prior approval from the Executive Administrator.
- Dogs shall weigh no more than 25 pounds when fully grown.
- Each pet owner is required to carry a minimum of \$10,000 liability insurance on their pet. A current copy of the insurance policy shall be filed with Administration. Birds and fish are exempt.
- On entrance, the pet owner must file proof with Administration of current vaccines and tests as recommended by a veterinarian, and thereafter annually or as specified by a veterinarian. The pet owner must also file proof with Administration on entrance that a flea control program acceptable to Administration is being maintained for a fur-bearing pet.
- Each pet owner is responsible for any damages caused by his/her pet to facility property. Any additional housekeeping or maintenance services required due to the presence of a pet will be done at additional expense and will be the responsibility of the pet owner.
- All female dogs and cats over six months must be spayed and male dogs and cats over eight months be neutered.
- Before entrance into Trinity Terrace, the pet owner must file with Administration an affidavit of agreement signed by two persons of different households who will assume

immediate responsibility for the pet in case of an emergency or absence of pet owner. In addition, the pet owner must file an affidavit with Administration authorizing Administration to have the pet removed at owner's expense to a veterinarian of Administration's choice in the event that neither of the two responsible parties can be reached.

- The pet owner must have a current city/county license for the pet, if required. All animals are required to wear license tags and identification tags with the owner's name and address.
- All visiting dogs must enter/exit the building via the P3 parking garage and check in at security.
- All pets must be on a leash no longer than 6 foot, or in a pet carrier, and be under the control of the owner at all times. Pets are not allowed in common areas or on the Trinity Terrace grounds (except in the designated pet areas), except to exit and enter the building or if they are in an organized program or event.
- Proper elevator etiquette states that the pet owner seeks approval before entering the elevator. Remember, there are people with allergies to fur bearing animals.
- All dogs are to be housebroken and cats must be litter box trained. Dogs must be walked and exercised outside of the building. Pet owners are responsible for immediate cleanup after exercising their pet in the areas designated by Administration. Waste must be bagged and placed in the trash container of the resident that you visit. Kitty litter is also to be bagged, securely tied, and placed in trash container by the pet owner.
- Visitors and guests are not allowed to bring pets into the main building unless they are in an organized program or activity.
- Out of respect to other residents and neighbors, excessive pet (dog or cat) noise such as barking, scratching, whining, etc, is not allowed.
- Under no circumstances are visiting pets to be left unattended in the apartment or outside on the resident's balcony at any time. Pets left unattended will be considered an emergency and reported to appropriate authority for removal from the premise at resident's expense.
- Three or more written complaints or problems concerning your pet will prohibit your pet's return to Trinity Terrace.
- If the terms of this policy are not upheld, the Administration of Trinity Terrace reserves the right to cancel the Pet Agreement with you and ask for the removal of your pet.

**PROCEDURE:** If a visitor to Trinity Terrace City Tower wishes to bring a pet, the following documents, obtained from Administration, along with the Visitor Pet Policy, will need to be submitted prior to entry: Visitor Pet Application, Emergency Absence Agreement, and Veterinarian Health Statement. All original documents are kept in a file in Administration. A copy of the **EMERGENCY ABSENCE AGREEMENT** should be given to the Security Department for their records. A Pet Information File containing emergency information and a photo of the pet should be maintained and kept in the Trinity Terrace Administration Office.

*I understand and agree with the above stated pet policy provisions.*

Name (Print or Type): \_\_\_\_\_

Visitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TRINITY TERRACE

## VISITOR PET APPLICATION

Visitor Name: \_\_\_\_\_ Apt. # Visiting: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Pet: Cat Dog Other: \_\_\_\_\_ Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Sex:  Male  Female Color: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Wears a collar?  Yes  No

Veterinarian's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

1. How long have you owned your pet? \_\_\_\_\_
2. Liability Coverage: Yes No
  - a. Name of Company: \_\_\_\_\_
  - b. Contact Person: \_\_\_\_\_
  - c. Telephone #: \_\_\_\_\_
3. Date of pet's last vaccinations: \_\_\_\_\_
4. County license number: \_\_\_\_\_
5. Has your pet been spayed or neutered? Yes No
  - a. If no, please explain: \_\_\_\_\_
6. If your pet is a cat, has it been declawed? Yes No
  - a. If no, please explain: \_\_\_\_\_
7. Can you carry your pet in your arms to your destination?  Yes  No
  - a. If no, will you transport your pet in a pet taxi?  Yes  No
8. What length leash do you own? \_\_\_\_\_

## Visit Detail:

Date you plan to visit: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Exit Time: \_\_\_\_\_

Please attach  
photo of pet here.

**VETERINARIAN'S STATEMENT**

I certify that \_\_\_\_\_, a  cat  dog  other, has been  spayed  
(Animal's Name)  
 neutered on \_\_\_\_\_ and is in good health with no communicable diseases.

**VACCINATION HISTORY**

(Please list all vaccinations and dates)

**VACCINATIONS**

**DATE**

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\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date

**AFFIDAVIT OF PET OWNER'S EMERGENCY  
ABSENCE AGREEMENT**

In an emergency situation, I understand that if Administration cannot contact any of the people listed below, Administration is authorized to have my pet removed and boarded with a veterinarian until other arrangements can be made. I understand and agree to accept full financial responsibility for any charges resulting from this action.

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Date

**PERSONS AUTHORIZED TO ASSUME RESPONSIBILITY OF PET**

I will assume immediate responsibility for the pet of \_\_\_\_\_,

Apartment # \_\_\_\_\_, should an emergency require his / her absence from the apartment.

- 1. Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

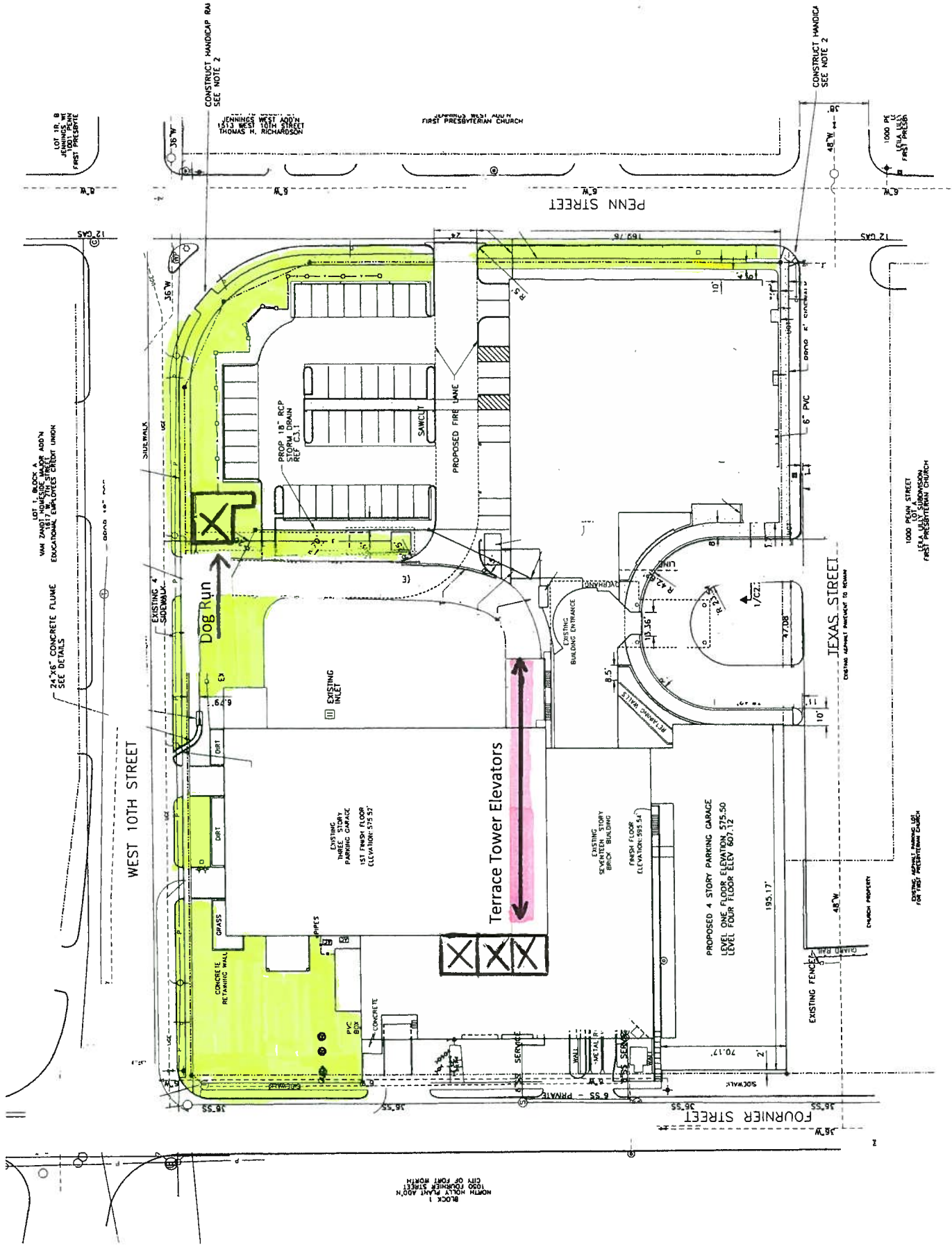
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 2. Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Terrace Tower Entrance/Exit for Visiting Pets Exercise Areas in Yellow

LOT 1, BLOCK A  
VAN ZANDT ADD'N TO WEST 10TH STREET  
EDUCATIONAL EMPLOYEES CREDIT UNION

24"x6" CONCRETE FLUME  
SEE DETAILS

LOT 1R, B  
JENNINGS WEST ADD'N  
10TH STREET  
THOMAS R. RICHARDSON  
FIRST PRESBYTERIAN CHURCH

JENNINGS WEST ADD'N  
10TH STREET  
THOMAS R. RICHARDSON  
FIRST PRESBYTERIAN CHURCH

PENN STREET

CONSTRUCT HANDICAP R/A  
SEE NOTE 2

1000 FT. STREET  
LOT 1, BLOCK A  
VAN ZANDT ADD'N  
EDUCATIONAL EMPLOYEES CREDIT UNION

CONSTRUCT HANDICAP  
SEE NOTE 2

WEST 10TH STREET

DOG Run

PROPOSED 18" RCP  
STORM DRAIN  
REF C.S.1

PROPOSED FIRE LANE

SAMELIT

EXISTING INLET

EXISTING BUILDING ENTRANCE

EXISTING SEVEN-TEEN STORY  
BRICK BUILDING  
FRESH FLOOR  
ELEVATION: 575.50

PROPOSED 4 STORY PARKING GARAGE  
LEVEL ONE FLOOR ELEVATION: 575.50  
LEVEL FOUR FLOOR ELEV: 607.12

EXISTING FENCE

CHURCH PROPERTY

EXISTING ASPHALT PAVING LOT  
FOR FIRST PRESBYTERIAN CHURCH

FOURNIER STREET

TERRACE TOWER ELEVATORS

TEXAS STREET

CONSTRUCT HANDICAP R/A  
SEE NOTE 2

CONSTRUCT HANDICAP  
SEE NOTE 2

1000 FT. STREET  
LOT 1, BLOCK A  
VAN ZANDT ADD'N  
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