



Housing Authority and Urban Renewal  
Agency of Polk County

---

204 S.W. Walnut Avenue, Dallas, OR 97338

Phone (503) 623-8387 • Fax (503) 623-6907 • VRS (877) 326-3877

[www.wvpha.org](http://www.wvpha.org)

---

## PET POLICY

### APPLICABILITY

This Pet Policy applies **only** to residents of Public Housing that is owned and managed by West Valley Housing Authority (WVHA). It does not apply to other properties owned or managed by WVHA. The purpose of this Pet Policy is to allow individual Public Housing residents to benefit from the pleasure of common household pet ownership, while at the same time ensuring that pet ownership does not interfere with the rights of all residents to enjoy clean, quiet, and safe surroundings. An exception to this pet policy will be granted if the resident can certify in writing that the resident is disabled, the animal has been trained to assist persons with that specific disability, and the animal actually assists the disabled individual.

WVHA will not deny applications for or the continued occupancy of housing covered under this Pet Policy because an applicant or resident owns a pet, providing that the conditions of the Pet Policy are met.

Prior to a resident keeping a pet in a unit, the pet must be registered with WVHA and the lease must be amended to allow a specific pet and to set out the requirements of this Pet Policy. Permission to keep pets on WVHA property is granted solely by, and at the discretion of WVHA. It is subject to strict adherence to this Pet Policy.

### TYPES OF PETS ALLOWED

For the purpose of this Policy, there are two (2) categories of pets with a maximum per type of pet, as indicated:

#### CATEGORY I

Hamsters (2 same sex)  
Birds (2 small and caged)  
Fish

#### CATEGORY II

Dog (1)  
Cat (1)

There shall be a limit of one (1) type of pet per household, unless an exception has been granted in writing by WVHA. All other types of animals are expressly prohibited. "Dangerous breeds" of pets will not be allowed. "Dangerous breeds" includes but is not limited to any breed that is described as territorial or aggressive or has a known history of such behavior.

Residents keeping a pet must comply with the following rules:

### CATEGORY I - PET REQUIREMENTS

- A. No fee or deposit will be required for a Category I pet.
- B. Fish must be kept in an aquarium which holds no more than fifteen (15) gallons of water.
- C. Other birds/animals in this category must be kept in a portable cage which can be easily moved by the resident.
- D. Any aquarium or cage must be kept clean and free of odor.
- E. For the purpose of this policy, fish or animals that can be reasonably kept in an aquarium or a single cage constitutes "one pet".

## CATEGORY II - PET REQUIREMENTS

- A. The resident shall pay WVHA a refundable pet deposit in the amount of \$250.00, prior to moving into the unit upon initial occupancy. If a resident wishes to become a pet owner after initial occupancy, he/she shall immediately place on deposit \$250.00. Residents may make the required pet deposit on an installment basis with prior approval of the Housing Programs Manager or his/her designee. Sums necessary to repair any damage caused by the pet, will be deducted from the pet deposit. If the sum of the damage exceeds the amount held by the Housing Authority as a deposit, the resident shall be billed for the excess damage.
- B. All pets in this category must weigh no more than twenty-five (25) pounds in their full-grown state and resident shall provide written documentation of this fact.
- C. Residents shall provide written proof of the following (only if applicable) prior to bringing the pet onto the premises:
1. Current license tag from the County or City;
  2. Inoculation against rabies;
  3. Inoculation against distemper;
  4. Inoculation against parvo virus;
  5. Pet has been neutered/spayed;
  6. Name and phone number of persons to contact in case of emergencies;
  7. Written description of pet;
  8. Color photo of pet.
- D. The pet shall remain inside the resident's unit, unless on a leash or in a portable carry cage, and are not to be allowed in the common area, except for leaving or entering the resident's unit or for exercising. All pets being exercised on the common area grounds must be contained by a leash, no longer than six (6) feet, and be controlled by a responsible individual. No animal may be leashed or tied to any stationary object outside the resident's apartment or the individual resident yard areas which would allow the pet to roam outside of the resident's individual yard.
- E. Cats must be trained to use a litter box which must be kept in the resident's unit.
- F. Litter must be disposed of often enough to keep the unit free of odor, but not less than once (1) per week. The litter must be sealed in a plastic trash bag and placed in appropriate trash containers, and at no time washed down any drains or flushed down any toilets.
- G. Pets may be exercised only in areas designated by WVHA. Hallways, social halls, laundry room facilities and offices are not to be used as exercise areas for pets. The resident is responsible for the removal of all animal waste, as it occurs. It is to be placed in a sealed plastic bag and disposed of in appropriate trash containers.
- H. Residents must furnish a certificate from the veterinarian at least annually that the pet is in good health, free from fleas, ticks, or other vermin, and has had all necessary shots and/or vaccinations. Residents are responsible for keeping all areas where pets are housed clean, safe and free of parasites.
- I. WVHA will levy an animal waste removal fee of \$10.00 per incident, for all pet owners who allow their pets to defecate on WVHA-owned property, without properly taking care of the waste themselves.
- J. Any insect infestations in the resident's unit and/or other adjacent units will be the final responsibility of the pet owner.
- K. Pets shall not be allowed to interfere with the peaceful enjoyment of other residents or neighbors by barking, biting, scratching, or other such activities.
- L. Residents shall comply with all Municipal and/or County codes regarding pet ownership.

- M. Residents may not alter patio or yard areas to accommodate the pet without first receiving prior written authorization from WVHA.

### GENERAL REQUIREMENTS – BOTH CATEGORY I & CATEGORY II PETS

1. Pets are not to be left unattended for more than twelve (12) hours. Residents will be required to designate who will care for the pet in his/her absence. The designee will also be required to sign a statement that he/she will be responsible for the pet and will abide by the rules of this Policy. If pets are left unattended for more than twelve (12) hours and the resident's designee is unavailable, WVHA management may enter the dwelling unit, remove the pet and transfer it to the proper authorities, subject to the provisions of Oregon State law and any pertinent local ordinances. WVHA accepts no responsibility for the animal under such circumstances and any cost for the animal care facility shall be the responsibility of the resident.
2. Resident must allow WVHA to inspect the unit for the purpose of determining compliance with the pet policy.
3. The resident shall be liable for any damage or injury whatsoever caused by a pet and shall pay WVHA or the designated agents immediately for any costs incurred as a result of damage or injury caused.
4. The resident accepts full responsibility and indemnifies the landlord for any claims by or injuries to third parties or their property caused by or as a result of actions by their pet(s).
5. After the resident no longer owns a pet or vacates the unit and there has been an inspection to assess any pet damage, WVHA will refund the pet deposit or bill the resident for costs to repair pet-caused damage.

### STRAYS AND PET SITTING

1. There shall be no feeding of strays; the feeding of or caring for strays shall be considered keeping a pet without permission, and will not be allowed, except as designees of WVHA residents caring for pets covered by this Policy.
2. Residents shall not take care of pets for other persons, except as designees of WVHA residents caring for pets covered by this Policy.

### REFUSAL OF PET APPLICATION – REGISTRATION

WVHA may refuse to register a pet for the following:

1. If the pet is not one of the listed animals in Category I or Category II.
2. If the resident fails to provide the complete documentation that the pet meets the requirements of this pet policy.
3. If WVHA determines that the resident will not be able to keep the pet in compliance with the pet policy and other rental agreement obligations. The pet's temperament and behavior may be considered as a factor in determining the resident's ability to comply with the pet policy and other rental agreement obligations.

### REVOKING PET REGISTRATION AUTHORIZATION

WVHA may revoke the resident's registration authorization at any time due to any of the following reasons:

1. WVHA determines that the pet is not properly cared for or is being kept in violation of state law, or local ordinances with respect to humane treatment or health.
2. WVHA determines that the pet presents a threat to the safety and security of other residents, WVHA employees, contractors and others on the premises.

3. WVHA determines that the pet disturbs other resident's peaceful enjoyment by making excessive noise or becomes destructive.
4. Resident fails to comply with any of the requirements of this Pet Policy. WVHA may require the resident to remove the pet from the resident's home or to vacate the dwelling unit.

GRIEVANCE PROCEDURE

WVHA management and resident agree to utilize WVHA's approved grievance procedure to resolve any dispute between resident and management regarding a pet.

NONCOMPLIANCE

Failure by the resident to adhere to the terms of this Policy or any pet whose conduct or condition is duly determined by the WVHA to constitute a nuisance or a threat to the health and safety of the other occupants or of other persons in the community, shall result in the resident being responsible for permanently removing the pet from the Housing Authority's premises.

ACKNOWLEDGMENT

I (we) hereby acknowledge that I (we) have received, read, and understand this Policy and will comply with the terms herein set forth.

\_\_\_\_\_  
Head of Household Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse/Co-Head/Other Adult Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Manager

\_\_\_\_\_  
Date