Clear Sky Realty, Inc.

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*Are you a new tenant moving in with your pet? Or are you a current tenant planning to add a pet to your family?* You may now be asking yourself, “How can I get my pet added onto my rental?” This form is to help you follow the pet rules and guidelines.

Step 1: **Turn in your pet paperwork**

* Pet paperwork consists of a pet application and, for dogs & cats, a letter from the veterinarian of the animal stating that it is neutered and up to date on shots.
* If you don’t want to drive to your veterinarian’s office to get copies of your pet’s records, you can call & request that the vet fax this to us directly at 330-455-4662. This can save you a drive.
* If your pet is a dog or cat, you can schedule your pet test with us upon turning in the pet paperwork. If you have faxed, emailed, mailed, or gave the leasing representative your pet paperwork at the showing, you can schedule your pet test with our office by calling 330-455-HOME (4663)

Step 2: **Have your temperament test done (for dogs & cats)**

* The pet test will take about ½ hour of your time and includes a written portion as well as a physical portion. Our goal is to test the animal’s reactions to things like noise, movement, touch, etc. This way, we will get an idea of how your pet will react if we have to send in a contractor to fix something.
* You will need to pay ½ of your non-refundable pet fee at the time of the pet test.
* The test should be done in the environment the pet has been staying at for best results.
* This test should be done prior to move-in for any new Residents. It should be done prior to the animal coming into the home for current Residents. We can do this test at a Breeder’s house or at a Shelter if you want to do this test before taking them home.
* This test is waived for pets who have earned their Canine Good Citizens Award (just turn in copy of the pet’s certificate to us to keep in your file).

Step 3: **Sign the Pet Addendum**

* If you are a new Resident just moving in, this paperwork may be ready at the time of the lease signing.
* For current Residents or new Residents whose lease signing is closely following a temperament test, the paperwork may be mailed to you. Just sign one copy to return to the office & keep the 2nd copy for your records.

Note: “Visiting pets” are still considered to be pets. If you have a friend or relative that wants to bring their pet over at any time, their pet will still need to go through the same steps as any other pet. Remember you are responsible for your home. All pets found in or around your home, are your responsibility, even if they belong to one of your guests.

 If your pet does not pass the temperament test, it will not be allowed on the premises. If you have a friend or family member that can keep the animal and you believe that training may solve the problem, we can retest it after training is completed. However, if any animal is found on the premises you are renting before it passes a test, it will be considered an unauthorized pet. Please get all pets authorized to prevent any additional fees.

\*Note for Service Animals: We understand that service animals are not considered pets, but they still must be authorized. There are no pet fees for service animals. To verify that your companion is actually a service animal, you can turn in your doctor’s note or copy of the certificate from the service animal training organization when you turn in your application so we can add it to your file. You must also fill out the pet application, but you only need the top portion that asks for the name, type of animal, breed, age, and “Is your animal a service animal?” This is just so we can identify the animal that is your service animal. We may still do a temperament test for our own records, but there will be no pet fees charged.