



<b>Housing Corporation Act R.S.P.E.I 1993, Cap. H-11.1</b>	<b>Program</b>	<b>Seniors Housing Program</b>	
	<b>Subject</b>	<b>Request to Keep a Service Animal</b>	<b>Policy # 6-6(3)</b>
<b>Effective Date: March 1, 2013</b>		<b>Authorized by:</b> <i>Teresa Hennebery</i>	
<b>Revised Date: September 1, 2016</b>		<b>Deputy Minister, Teresa Hennebery</b>	

**1.0 PURPOSE**

1.1 To describe the process to seek approval to keep a service animal in seniors housing.

**2.0 DEFINITIONS**

2.1 **Service Animal:** an animal that is individually trained to do work, or perform tasks, for the benefit of an individual with a disability, including a physical, sensory, psychiatric, or intellectual disability. Service animals must be trained by an accredited facility.

**3.0 POLICY STATEMENT**

- 3.1 Service animals are permitted in all seniors housing buildings. Tenants with service animals must provide proof of accredited training.
- 3.2 People who require a service animal must make this information known when applying for seniors housing.
- 3.3 Tenants who require a service animal during their tenancy must obtain approval from Housing Services prior to bringing the service animal into seniors housing.
- 3.4 Tenants with service animals are required to follow the relevant policies.

#### **4.0 PROCEDURE STATEMENT**

- 4.1 Tenants or prospective tenants must complete the *Pets, Dogs, and Service Animals in Seniors Housing - Application Form* and submit it to Housing Services.
- 4.2 Housing Services shall meet with tenants or prospective tenants wishing to keep a service animal, review the relevant policies, and answer any questions.
- 4.3 Housing Services shall provide written notice to prospective or current tenants as to whether their application to keep a service animal has been approved or denied.
- 4.4 A *Pets, Dogs, and Service Animals in Seniors Housing – Addendum* is completed with the tenant upon approval to keep a service animal in seniors housing. Housing Services shall provide the tenant with a copy of the signed addendum and retain a copy for the tenant's file.
- 4.5 If approval is received to keep a service animal, subsequent tenant reviews will reflect the addition of the service animal.

#### **5.0 REFERENCES**

Pet, Dog, and Service Animal Policy  
Request to Keep a Pet or Dog Policy  
Pet, Dog, and Service Animal Complaints Policy  
Visiting Pets, Dogs, and Service Animals Policy  
Pets, Dogs, and Service Animals in Seniors Housing - Addendum  
Pets, Dogs, and Service Animals in Seniors Housing - Application Form

#### **6.0 ATTACHMENTS**

Attachment A – Pets, Dogs, and Service Animals in Seniors Housing - Application Form  
Attachment B – Pets, Dogs, and Service Animals in Seniors Housing - Addendum

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#### **HISTORY:**

September 1, 2016 - Revised for policy formatting and minor wording changes.

**Attachment A**

**Pets, Dogs, and Service Animals in Seniors Housing – Application Form**

Personal information on this form is collected under section 31 of the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap.F-15.01, as it relates directly to and is necessary for the provision of the Seniors Housing Program. If you have any questions about this collection of personal information, you may contact Seniors Housing at (902) 368-5770.

<b>Applicant</b>	
Name:	
Address:	
Postal Code:	
Telephone Number(s): Daytime:	Other:
<b>Animal Information (if known)</b>	
Name:	
cat <input type="checkbox"/>	dog <input type="checkbox"/> bird <input type="checkbox"/> fish <input type="checkbox"/> service animal <input type="checkbox"/>
Dog's Weight (not applicable to service dogs):	
Spayed/Neutered?:	yes <input type="checkbox"/> no <input type="checkbox"/>
<b>Emergency Caregiver</b>	
Name:	
Address:	
Postal Code:	
Telephone Number(s): Daytime:	Other:

**Declaration**

I have read and understand the various policies related to having a pet, dog, or service animal in Seniors Housing and I, as well the members of my household, agree to comply.

Print Name	
Signature of Owner	Date
Signature of Emergency Caregiver	Date
Approved by	Date

**Attachment B**

**Pets, Dogs, and Service Animals in Seniors Housing – Addendum**

This addendum is an amendment to the lease dated \_\_\_\_\_

between (tenant's name) \_\_\_\_\_ and Prince Edward Island Housing

Corporation for the premises located at:

\_\_\_\_\_  
(Address) (Apt. #) (City)

1. The Tenant has completed a *Pets, Dogs, and Service Animals in Seniors Housing – Application Form* and has been granted permission by the Prince Edward Island Housing Corporation to keep the pet, dog, or service animal.
2. The Prince Edward Island Housing Corporation has provided all policies applicable to having a pet, dog, or service animal in Seniors Housing and the Tenant has read, understands, and agrees to abide by such policies.

\_\_\_\_\_  
PRINT TENANT'S NAME

\_\_\_\_\_  
TENANTS'S SIGNATURE DATE

\_\_\_\_\_  
PRINCE EDWARD ISLAND HOUSING CORPORATION DATE