

Rules and Responsibilities of Emotional Support Animal (ESA) Owner

Once the Student Accessibility Services Office has approved the ESA, the ESA owner must abide by the following rules and responsibilities. Failure to abide by the ESA rules and responsibilities may lead to sanctions including removal of the ESA from college owned/operated housing.

A cat must be 9 months old, and a dog must be 1 year old to live in Student Housing.

1. ____ The ESA is **not** allowed in college owned/operated housing before being officially approved by the Student Accessibility Services Office and the Housing Office.
2. ____ The ESA owner agrees to abide by all other residential policies. An exception to the animal policy made under the direction of the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA), does NOT constitute an exception to any other college/housing complex policy.
3. ____ The ESA owner is responsible for assuring that the APPROVED animal **does NOT unduly interfere with the routine activities of the residence or cause difficulties** for others who reside there.
4. ____ The College may remove or require the removal of an ESA that poses a threat to the health or safety of others.
5. ____ The animal **must be generally well-behaved**, which includes **no excessive barking, meowing, chirping, whining, scratching, chewing, or aggressive behavior**. The animal **shall not disturb, annoy, or otherwise cause a nuisance to other members of the residential community**.
6. ____ The ESA owner is required to **provide** the following **animal health documentation**: proof of current license, proof of current I.D. tags, proof of current rabies tag, and a copy of current vaccination record from a licensed veterinarian, before the animal will be allowed in the dwelling place. ***** Animal health documentation MUST update yearly.**
7. ____ The owner of the ESA is financially responsible for the actions of the APPROVED animal including bodily injury and/or property damage. The owner's responsibility covers, but is not limited to, replacement of furniture, carpet, window/wall coverings, molding, cabinets, interior doors, etc. The owner is expected to cover any repair or replacement costs at the time of repair and/or prior to move out date, whichever comes first.
8. ____ The ESA owner is responsible for any cleaning expenses incurred above and beyond the standard cleaning and/or for repairs to college premises that are assessed after the resident (ESA owner) and animal vacate the residence. *When applicable, the College of Southern Idaho shall have the right to bill the student account of the ESA owner for unmet obligations; likewise if the resident is not a current student, the college shall have the right to proceed with official collections measures for unmet financial obligations.*
9. ____ The ESA owner's residence may be inspected for fleas, ticks, or other pests once a semester or as needed. The applicable housing office for the residence will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. *The ESA owner will be billed for the expense of any pest treatment above and beyond standard pest management of the residence.*
10. ____ **ESAs must be contained within the owner's assigned residence** (individual's assigned room for owners who reside in college residence halls). When being transported outside the private residential area the animal must be in an animal carrier or controlled by a leash or harness.

11. ____ When **the resident is not in his/her private residential area, it is a requirement that the animal be stored in a crate, carrier, kennel, cage, aquarium, etc.** This will allow for housing staff to routinely access the residential facility for maintenance and other routine tasks without posing a risk to the animal and/or the employee.
12. ____ ESAs are **not permitted** to roam into other residents' rooms/apartments or **in other areas of the college such as classrooms, academic buildings, administrative buildings, libraries, dining service areas, recreation center/gym, Herrett Center, Fine Arts building, etc.**
13. ____ The ESA owner MUST BE in control of the animal AT ALL TIMES (leash, harness, carrier, etc.) The ESA owner also must have command of the ESA's behavior.
14. ____ The ESA owner is solely responsible for the animal's well-being, care, and cleaning; including but not limited to: regular feeding, bathing, grooming, daily care and veterinary services. On rare occasions the ESA owner may ask a roommate or other individual approved by cohabitants of the residence to help provide **temporary** care for the animal.
15. ____ The **ESA may not be left unattended overnight in the residential facility or to be cared for by another student.** ESAs must be taken with the owner if he/she leaves the college owned/operated facility for a prolonged period (i.e. more than 6-8 hrs for dogs, 12 hrs for cats)
16. ____ The ESA owner is required to provide **two emergency contacts** (people who would be able to assume care of the animal if the ESA owner is unable to care for the animal or he/she leaves the animal unattended for a prolonged period of time). If the emergency contacts cannot assume responsibility of the animal when called, the college/housing staff will call animal control to assume care for the animal.
17. ____ Dogs as ESAs must be **"house broken"** and cats as ESAs must be **litter box trained.** Other smaller animals **must be caged** and may not be left loose in the owner's private residential area. Reports of an animal regularly toileting in shared spaces is reason to have the animal removed from the apartment for the health of your roommates.
18. ____ The ESA owner is responsible for **prompt** and **proper** disposal of fecal matter. Fecal matter disposed on college owned/operated grounds or within facilities (i.e. from animals other than dogs) needs to be removed immediately and disposed of properly in a sealed/tied bag. At the apartments, the bags need to be placed in the dumpster. Do not place them in the smaller garbage cans near entries and exits.
19. ____ The ESA owner will hold the College of Southern Idaho blameless in the event the ESA goes missing. In the event the animal escapes or becomes lost, college staff is **not** responsible for the retrieval.
20. ____ Any violation of the rules may result in immediate removal of the animal.
21. ____ Should the animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligation for the remainder of his/her housing contract/ lease agreement.
22. ____ The ESA owner must notify the Student Accessibility Services office **in writing** if the APPROVED ESA is no longer needed as an APPROVED animal or is no longer in residence. To replace an APPROVED animal, the ESA owner must file a new accommodation request.

Agreement Information and Signatures

Emotional Support Animal (ESA) Owner's Information	
ESA Owner's Name:	
Address:	Phone #:
Emergency Contact Information	
Contact #1 Name:	Phone #:
Contact #2 Name:	Phone #:

Emotional Support Animal Information	Required Documentation	(Office use only)
Type of Animal:	License/I.D. Tag:	
Gender:	Breed:	Current Vacc/Rabies Tag:

Required Signatures	
Resident/ESA Owner:	Date:
Student Accessibility Services Coordinator:	Date:
Housing Representative:	Date: