



BALL STATE
UNIVERSITY
University Apartments

PET POLICY & AGREEMENT FORM

2025

In order to protect the rights of all residents and community members, ensure humane treatment of animals, and meet sanitation requirements, the following policy is adopted by the Housing and Residence Life Office for the possession of pets in the University Apartments (UA). This pet policy does not include Emotional Support Animals (ESAs); For more information on ESAs, please contact the Office of Disability Services. University Apartments' contract-holders and authorized residents will be permitted possession of a pet upon completion and approval of the Pet Policy & Agreement Form. This must take place *PRIOR* to procuring an animal on premises.

Upon approval, proof of current vaccinations must be provided, and a copy of the vaccinations be kept on file in the University Apartments Office. Immunization records must be updated each year. Dogs and cats must wear updated vaccination and identification tags at all times. All dogs and cats must be neutered unless certification by a veterinarian indicates that the procedure would jeopardize the medical well-being of the animal, or by approval from a member of leadership from the Office of Housing and Residence Life. There will be no breeding of animals permitted.

Any approved pet(s) must be maintained in accordance with applicable state and local laws. Only common household pets considered to be companion animals and fish tanks of 20 gallons or less will be allowed. Farm animals, production animals, and exotic species will not be allowed. The animal breed should be considered "reasonable" — any breed that can cause harm to others, serious damage, or deemed as wild, exotic, or vicious by state standards is not permitted. The state of Indiana deems the following to be wild or exotic: Eastern cottontail rabbit, gray squirrel, fox squirrel, southern flying squirrel, rodents (outside of hamsters, guinea pigs, ferrets, and rats), wolves, bears, venomous snakes, wild cats, and oversized birds. Pets of an aggressive disposition will not be permitted.

No more than 2 animals who inhabit an environment outside of an aquarium or terrarium will be allowed in each apartment. Because of the size of apartments, animals must be reasonably-sized. Exceptions will be at the discretion of the Assistant Director of Housing and Residence Life for University Apartments.

A one-time non-refundable pet deposit of \$300 will be charged after approval of the animal(s). The Resident shall pay a non-refundable monthly pet fee of \$25 per each animal. Any damages/charges resulting from pet(s) will be additional expenses and will be billed to Resident's Bursar account after an inspection is completed.

Sensitivity to residents and employees with allergies, personal views of animals living in the community and to those who fear animals is important to ensure a positive apartment community environment. *The presence of a pet is not considered confidential information and may be included in notification to community members and University personnel.*

THE RESIDENT AGREES THAT:

Pets shall be housed inside the apartment. At no time will pets be allowed outside unattended, including balconies, hallways, or any common areas. Pets must be maintained under a standard measure of restraint (leash, harness, or carrier) at all times when outside of the apartment. If the animal goes missing for more than a period of several hours, the owner must notify apartment staff.

Living spaces where pets are housed will be kept clean, safe, and free of parasites. We ask that the resident purchase their own cleaning supplies (mops, brushes, vacuum cleaners, etc.) to limit impact of animal hair or dander.

- Pet waste must be disposed of promptly and properly, secured in a plastic bag and placed in an outside dumpster. It is the resident's responsibility to remove pet waste from both inside and outside of the apartment. Cat owners must place soiled cat litter in tied plastic bags and dispose of bags in outside

dumpsters. Animal waste should not be placed in any indoor laundry or common room waste containers. Failure to properly care for pet waste will result in a \$25 pet waste removal charge, per occurrence.

The resident is responsible for assuring that the animal does not interfere with the orderly operation of the apartment community or cause difficulties for other residents or employees of the community.

- Pets must be contained when University personnel need to enter the apartment for scheduled safety inspections, completion of work requests, routine maintenance, or pest control.
- The resident is responsible for ensuring their pet(s) does not disturb or cause any nuisance to neighbors or other members of the community (i.e. excessive barking, howling, meowing, crying, scratching of doors or facilities, making unwanted contact, biting, escaping the apartment).

The university reserves the right to remove the animal at any time should its presence be a sanitary concern or a disruption to the community. If it is determined that the presence of a pet constitutes a risk of damage to property or creates a threat to the health and safety of any member of the community, including residents, guests, and/or employees, or if a pet attacks, bites, or behaves in an aggressive or threatening manner, the animal is subject to removal from the community. A resident who fails to remedy the situation after a warning will receive notice to remove the pet(s) from the premises. If the pet is not removed, the contract-holder will be considered in violation of the Conditions of Occupancy of their contract resulting in the cancellation of the contract and related charges including the forfeiture of the deposit. Any injuries caused by the animal will be the responsibility of the owner.

Pets will not be left for extended periods of time in any apartment. In the event a pet is left alone in an unoccupied apartment and is not being properly cared for, staff will attempt to contact the resident or the emergency contact to remove the animal. If this is not successful, the university will notify University Police and may have the pet removed to an appropriate animal shelter. Any costs incurred will be billed to the resident's Bursar account.

If the owner decides that the animal can no longer live with them, they must notify the apartment office.

I HAVE READ THIS DOCUMENT AND AGREE TO ABIDE BY ALL POLICIES. I AM AWARE THAT THE ANIMAL(S) IS MY SOLE RESPONSIBILITY AND THAT ALL INFORMATION AND DOCUMENTS PROVIDED TO THE UNIVERSITY ARE ACCURATE AND TRUTHFUL.

_____/_____
RESIDENT'S SIGNATURE DATE

_____/_____
RESIDENT'S PRINTED NAME APARTMENT

FOR OFFICE USE

HRL Signature _____

Date Vet Records Received _____