

Live-In Professional Housing Agreement

I. General Provisions

- A. This Live-In Professional (L-IP Housing Agreement (“Agreement”) is entered into by and between the University of Washington (“University”) and _____, (name) (“L-IP”) an individual employed by the University as a live-in professional for Housing & Food Services (HFS). The University will provide the L-IP the use and occupancy of a University-assigned furnished staff apartment in one of the University’s residential buildings for its students (“Apartment”) and related benefits and amenities, subject to the terms and conditions specified in this Agreement.
- B. This Agreement is intended to constitute a license for the use of an Apartment as assigned by the University, and it is further intended that this Agreement will not constitute a lease and will not create or transfer an interest in or a lien upon real estate.
- C. L-IP’s right to use and occupy the Apartment is conditioned upon L-IP’s employment as a live-in professional for HFS. The Apartment is being provided to the L-IP solely for the purpose of allowing L-IP to carry out their professional responsibilities as a L-IP.
- D. It is also a requirement of L-IP’s employment that the L-IP reside on the University’s campus in one of the University’s residential buildings for its students and that L-IP establish as their primary residence, the Apartment designated by the University.
- E. L-IP’s Apartment will be designated by HFS in its sole discretion. HFS will take into account operational and programming needs when designating the Apartment for L-IP.
- F. The University may reassign the L-IP to an alternate apartment at any time at the sole discretion of the University.
- G. L-IP may not transfer or assign the right to occupy L-IP’s Apartment (or any part of said Apartment), or any of the other rights or benefits granted hereunder, to another person. Additionally, L-IP may not rent, sell, or exchange for cash or other compensation, the Apartment, any portion of it, or any of the benefits and amenities provided under this Agreement.
- H. L-IP’s compliance with this Agreement is a condition of L-IP’s employment as a L-IP. L-IP’s failure to abide by any of the terms of this Agreement may be grounds for the University to take action against L-IP, including, but not limited to, termination of employment. If L-IP breaches any term of this Agreement, L-IP shall be in default and may be required by the University to vacate pursuant to Section XIII, “Separation/Termination,” below.

- I. The term of this Agreement shall commence on L-IP's first day of occupancy of an Apartment pursuant to L-IP's employment as a University live-in professional for HFS regardless of the date of execution and shall continue in effect through L-IP's last day of employment as a University live-in professional or the day L-IP vacates an Apartment, whichever is later.

II. Other Occupants

- A. One other adult, L-IP's minor dependent children, and/or minors under L-IP's legal guardianship (collectively "Other Occupants") may reside with L-IP in the Apartment, provided that L-IP has obtained prior approval for each Other Occupant from the University.
- B. In order to request University approval of Other Occupants, L-IP shall provide HFS with the following information prior to any Other Occupants occupying the Apartment:
 1. All information needed for the University to request a criminal background check of L-IP's Other Occupant, including, but not limited to, the full name, any former names, date of birth, and past addresses;
 2. The full name, date of birth, and relationship to L-IP for each proposed Other Occupant;
 3. Any and all criminal history of each proposed Other Occupant, including, but not limited to, sex offenses, any crimes against children or other persons, and crimes relating to drugs;
 4. Additional information as requested by the University regarding the criminal history or background of any proposed Other Occupants.
- C. The University may require any proposed Other Occupant to submit to or provide a criminal background check to obtain approval to reside in the Apartment with L-IP.
- D. The University's approval of Other Occupants shall be made in its sole discretion and such decision shall be final.
- E. L-IP is responsible for the conduct of all Other Occupants. L-IP shall ensure that all Other Occupants comply with the terms and conditions of this Agreement, all applicable HFS and University policies, including, but not limited to, the Student Conduct Code, and all federal, state and local laws. L-IP will also ensure that Other Occupants' behavior or actions will not negatively impact L-IP's ability to carry out L-IP's job duties, will not be disruptive to others, and will not interfere with others' quiet enjoyment of the premises.
- F. L-IP shall promptly notify and provide information to the University if:
 1. An Other Occupant vacates the Apartment; or
 2. While living with L-IP in Apartment, an Other Occupant is charged or convicted of a crime.

- G. The eligibility of the Other Occupants to reside in the Apartment is dependent upon the L-IP's eligibility to reside in the Apartment.
- H. All responsibilities and obligations of the L-IP under this Agreement, including the date by which the L-IP must vacate, are applicable to Other Occupants, even if such applicability is not explicitly stated elsewhere in this Agreement.
- I. The University has the discretion to require any Other Occupant to vacate the Apartment and leave University premises at any time for reasons including, but not limited to the L-IP or an Other Occupant not complying with the terms and conditions of this Agreement; violating University policies; violating any federal, state, or local laws; or otherwise disrupting the operations of the University or affecting a significant University interest.
- J. L-IP acknowledges and understands that L-IP and Other Occupants will be living in the same building and on the same floor with University students living in residential buildings. These students (and their guests) come from all walks of life, including some that may pose certain risks to younger children, and will not be subject to any criminal background checks. L-IP agrees that L-IP will be responsible for assuring that minor aged Other Occupants will have an appropriate level of care and supervision while on University premises.

III. Pets

- A. L-IPs will be permitted to own, and have in their Apartment, a **maximum of two (2) pets**. The L-IP wishing to have a combination of pets may have one (1) dog **OR** one (1) cat, plus one (1) small caged animal (bird or rodent). The L-IP may also have one (1) fish tank. Exceptions to this policy are determined by the Director of Residential Life in accordance with Departmental and University policies.
- B. L-IP is responsible for the conduct of all pets. L-IP shall ensure that all pets comply with the terms and conditions of this Agreement, all applicable HFS and University policies, including, but not limited to, the Student Conduct Code, and all federal, state and local laws. L-IP will also ensure that their pet(s) behavior or actions will not negatively impact L-IP's ability to carry out L-IP's job duties, will not be disruptive to others, and will not interfere with others' quiet enjoyment of the premises.
- C. The University has the discretion to require pet to vacate the Apartment and leave University premises at any time for reasons including, but not limited to the L-IP or pet(s) not complying with the terms and conditions of this Agreement; violating University policies; violating any federal, state, or local laws; or otherwise disrupting the operations of the University or affecting a significant University interest.

- D. L-IP agrees to abide by the Live-In Professional Pet Policy, which is attached as Appendix A and incorporated as part of this Agreement by this reference, as well as the University's Animal Control policy in Chapter 478-128 of the Washington Administrative Code (WAC).

IV. Utilities and Husky Television

- A. Utilities consistent with those provided for student residents in the residential building where the Apartment is located will also be provided with the Apartment (electricity, internet access, water, sewer, and garbage services).
- B. The University shall include with the Apartment television service through "Husky TV," a satellite master antenna television service operated by UW Communication Technologies.
- C. L-IP may not install or contract with any cable television provider for the Apartment, except as provided in paragraph D of this Section below.
- D. If L-IP resides in University Family Housing (Blakeley or Laurel Village), L-IP may contract with a cable or satellite dish company for the Apartment, provided that L-IP obtains advance written permission from L-IP supervisor or Director of Residential Life to do so.

V. Parking and U-PASS

- A. As an employee of the University, the L-IP is eligible to purchase a parking permit for their vehicle for a designated lot on campus. Information can be found on the UW Transportation Services website:
<http://www.washington.edu/facilities/transportation/park-employee#2>
- B. UW employees are eligible to purchase a U-PASS, which works on most public transportation systems in the greater Seattle area. UW employees purchasing a parking permit will be issued a complimentary U-PASS by Transportation Services upon request. More information regarding the U-PASS program is available here:
<http://www.washington.edu/u-pass/>

VI. Husky Card Account

- A. L-IP compensation does not include a dining account. However, imbedded in the L-IP UW Staff ID is a Husky Card account—an optional debit account which can be conveniently used at all on-campus dining venues. Adding money is simple:
<https://www.hfs.washington.edu/olco/Default.aspx#gsc.tab=0>

VII. Maintenance, Repairs, and Alterations

- A. L-IP shall maintain the Apartment and all of its University-owned contents in good working order and in a safe, clean, and habitable condition.
- B. L-IP will properly use and operate all electrical, heating, and plumbing facilities, fixtures, appliances, and furnishings and will notify the University promptly of the need for any repairs.
- C. L-IP understands that cleaning services for the Apartment will not be provided by the University.
- D. L-IP shall not make or authorize any repairs, alterations, or improvements to any part of the Apartment, including, but not limited to painting, rebuilding, removing, or installing, unless prior written approval is obtained from the Associate Director for Facilities and Operations or his/her designee.
- E. If repairs or maintenance are needed in the Apartment, L-IP shall work with the Custodial Supervisor and/or enter a work order with HFS.
- F. If L-IP wishes to have modifications or improvements made to the Apartment, L-IP shall consult with and obtain the approval of L-IP's supervisor or the Director of Residential Life.
- G. All lock changes, security modifications or devices, and accessibility improvements to or for the Apartment must be approved by L-IP's supervisor or the Director of Residential Life and installed by the University or its designee.
- H. L-IP agrees to maintain and leave the Apartment, its contents, including, but not limited to the University's furniture and the appliances, in good order and repair, except for reasonable wear.

VIII. Entry and Inspection

- A. University staff shall have the right to enter the Apartment during reasonable hours to inventory furnishings and appliances, to make repairs or alterations, to inspect for hazards to health or safety, or to test safety equipment, such as smoke detectors. L-IP also authorizes University staff to enter the Apartment during regular business hours to make repairs requested by L-IP.
- B. Except in emergencies, for repairs, or where it is impractical, the University will give L-IP at least two days' notice of its intent to enter the Apartment, and will enter only at reasonable times. L-IP understands and agrees that if L-IP requests repairs, L-IP may not receive any prior notice that University staff will be entering the Apartment.

- C. L-IP understands and acknowledges that L-IP and Other Occupants have no expectation of privacy in premises outside of the Apartment, including, but not limited to, the floor hallways, mailbox area, laundry room, parking area, grounds, and stairwells, and University staff may enter areas outside the Apartment unannounced to conduct rounds concerning health, safety, or security checks. University staff also may provide law enforcement access to the premises of the residential building to investigate possible criminal activity.

IX. Guests

- A. L-IP is responsible for the conduct of the guests of L-IP or of Other Occupants. L-IP shall exercise, and shall assure that the Other Occupants exercise, good judgment when hosting guests in the Apartment. L-IP shall ensure that L-IP's actions and behavior or that of L-IP's or Other Occupants' guests do not compromise the integrity and professionalism expected of the L-IP. L-IP will also ensure that the behavior of all guests will not negatively impact L-IP's ability to carry out L-IP's job duties and will not be disruptive to others.
- B. L-IP will ensure that any guest of L-IP or Other Occupants will comply with University policies, rules, regulations, and standards of conduct, while on University premises or during University sponsored activities, and L-IP understands that L-IP will be held responsible for any violations of any guest of L-IP or of Other Occupants.
- C. L-IP will ensure that guests of L-IP or of Other Occupants will provide identification when requested by University staff.
- D. L-IP acknowledges and agrees that the University may prohibit any guest from being on University premises, including but not limited to, residential building premises. L-IP agrees not to allow anyone who L-IP knows to have been prohibited or excluded from University premises by the University in the Apartment or on University premises.

X. Prohibited Items and Behavior

- A. The Apartment or residential building premises may not be used for commercial purposes that in any way interfere with University operations, facilities or personnel.
- B. L-IP, Other Occupants, or their guests may not possess, carry, store, manufacture, use, transport, display, sell or distribute firearms, air powered guns, explosives, dangerous chemicals, ammunition, flammable liquids, or other dangerous weapons or instrumentalities in the Apartment or on other University premises.
- C. Fire pits, grills, or similar flame-oriented outdoor equipment are not permitted in the Apartment. Personal grills may be used in designated areas only.

- D. Smoking in the Apartment and on residential building premises is prohibited. Smoking is limited to designated smoking areas, which are listed on this website: (http://www.ehs.washington.edu/psosmoking/smokingareas_sea.shtm).

XI. Damage

- A. L-IP, Other Occupants, or any guests shall not intentionally or negligently destroy, deface, damage, impair, tamper with, or remove any part of the property in the Apartment, any residence building or on the premises, including, but not limited to, property belonging to the University or other students; facilities, equipment, furniture, furnishings, and appliances; and the internal or external walls/surfaces of the residential building.
- B. If L-IP, Other Occupants, or any guests, damages or causes the loss of any portion of the Apartment or residence building premises or any property on University premises, either purposefully or through negligence, L-IP will be responsible for the cost of repair, replacement, and/or cleaning as determined by the University.
- C. L-IP agrees that the University's inability to make the Apartment or any other part of the residence building premises available to L-IP or Other Occupants for any reason beyond the University's control, including, but not limited to, fire, flood, earthquake, condemnation, quarantine, utility malfunction, or other emergency or *force majeure* event, shall not constitute a breach of this Agreement by University. L-IP agrees that in such circumstances, the University shall have no liability to L-IP, Other Occupants, or any guest for injuries, reimbursement, damages, inconvenience, annoyance, or compensation of any kind. The University may attempt to locate, but cannot guarantee, alternate space for L-IP and Other Occupants.

XII. Property Loss

- A. L-IP agrees that if there is loss of or damage to L-IP's or any Other Occupant's property, or that of any guest, for any reason beyond the University's control, including, but not limited to, natural disasters, acts of God, fire, earthquake, utility malfunctions, quarantines, or other emergency or *force majeure* event, the University shall have no liability to L-IP, Other Occupants, or any guest for reimbursement, damages, inconvenience, annoyance, or compensation of any kind. L-IP acknowledges that the University recommends that L-IP carry appropriate insurance against such injury, loss, or damage.

XIII. Separation/Termination

- A. If, for any reason, L-IP's employment with HFS ends or is terminated, L-IP (and Other Occupants) may be asked to vacate the Apartment within 72 hours of such end or

termination, *provided however* that the University shall have the right to require that L-IP (and Other Occupants) vacate immediately, if the University determines that continued occupancy by L-IP or an Other Occupant represents a threat to the health, safety, or welfare of any member of the University community.

XIV. No Third-Party Beneficiaries

The University and the L-IP are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly, or otherwise, to third persons unless such third persons are identified by name herein and expressly described as intended beneficiaries of the terms of this Agreement.

XV. Entire Agreement

- A. This Agreement constitutes the entire agreement between the parties pertaining to L-IP's use and occupancy of a University apartment, and supersedes all prior oral or written agreements, commitments, or understandings concerning the matters provided for herein. No amendment shall be valid unless it is in writing and signed by the parties.
- B. Under the Professional Staff program, Professional staff employees serve solely at the will of the employing official. Therefore, nothing in this agreement is intended to change the terms and conditions of employment as an L-IP. Additionally, nothing in this agreement is to be construed as a contract or guarantee of employment.

XVI. Approval and Signature

I acknowledge that I have read, understand, and agree to the terms and conditions of this Agreement.

Employee Signature

Date

Name of Employee (Please print)

Assigned Building

I am the Other Occupant of the above-named employee. I have read and understand this Agreement and I acknowledge that the University's permission that I reside in an apartment in a University residential building with the Live-In Professional can be revoked by the University in accordance with the terms of this Agreement.

Other Occupant Signature

Date

Name of Other Occupant (Please print)

Date of Birth

HFS Human Resources Representative

Date of Receipt

Original copy of signed agreement will be filed in L-IP personnel file. A copy may be provided to L-IP upon request.

Appendix A: Live-In Professional Pet Policy and Agreement

Live-In Professional (L-I P) staff members will be permitted to own, and have in their Apartment, a **maximum of two (2) pets**. L-I Ps wishing to have a combination of pets may have one (1) dog **OR** one (1) cat, plus one (1) small caged animal (bird or rodent). The L-I P may also have one (1) fish tank. . Exceptions to this policy are determined by the Assistant Director for Residential Life in accordance with Departmental and University policies. The following animals may be permitted: Cats, dogs (restrictions apply), birds, fish and small caged animals. The following details of the policy outline the specifics and are to be observed at all times. Questions or clarification regarding the pet policy and its implementation should be directed to the appropriate Administrator or the Director of Residential Life

General Pet Guidelines

Animal Acquisition Procedure

- A consultation with an Administrator is required prior to pet acquisition and will include: type of animal, number of animals, expectations, and consequences of non-adherence. Please bring the Live-In Professional Staff Pet Approval Form to this consultation (located at the end of this appendix).
- A nonrefundable cleaning fee of \$200 (per Apartment unit) must be paid at the HFS Financial Services Office and proof of receipt submitted with the Live-In Professional Staff Member Pet Approval Form (except fish).
- Other procedures may apply (see specific pet policies below).
- **Once all Animal Acquisition Procedures are completed:**
 - Administrators update HMS information on the live-in professional staff member to include pet ownership. This information can then be displayed on the same list as the ADA pets in the residential spaces.
 - Live-in professional staff members must notify the Custodial Supervisor of their building that a pet will be residing in their Apartment in order to allow the Custodial Supervisor to share this information with the custodial team.
 - **Note:** If pet is to vacate the space, the L-I P must notify their Administrator and Custodial Supervisor, as well as update HMS. Custodial staff can then be prompted by the Administrator to schedule the appropriate cleaning treatments.

Records

- L-I Ps are required to complete the animal intake form and keep it updated during their tenure at UW.
- Copies of all health documents relating to the pet will be kept in the owner's personnel file. Documents include, but are not limited to: City of Seattle license; immunization records; spay or neuter report; emergency caregiver designation; microchip report (optional), and training certificates.

Maintenance of Facilities

- L-I P is responsible for maintaining the cleanliness of the animal and must immediately clean up any messes left or created by the animal.
- L-I P must immediately report to their supervisor any damage to property caused by the animal. The live-in professional staff member is responsible for any damage caused by the pet including, but not limited to, stains, rips or tears on furniture, carpeting, etc.
- L-I P will be charged for repair and/or cleaning for any damage to property outside of reasonable wear caused by the animal. L-I P will be expected to pay for any damages, re-upholstery, and/or replacement of University owned items in the Apartment.
- L-I P agrees to annual Apartment inspections conducted by HFS custodial staff
- Housing & Food Services reserves the right to require that pest treatments and Apartment repairs be facilitated at any reasonable time after or during the contract period. All costs for these treatments and repairs are the responsibility of the L-I P.
- Housing & Food Services assigns live-in professional staff members to specific building/area locations to best meet operational and programming requirements. L-I Ps may be reassigned to an alternate building/area at the discretion of Housing & Food Services as necessary to meet system needs. If reassigned, L-I Ps with pets may be charged the nonrefundable cleaning fee for the new Apartment.

Emergencies

- During short-term emergencies when the pet cannot remain in the Apartment, the L-I P is responsible for arranging animal care or is expected to manage pet while responding to emergencies.
- During long-term emergencies when the pet cannot remain in the Apartment, the L-I P is responsible for arranging for third party animal care to retrieve and take care of the pet until the L-I P can resume primary care of the animal.
- L-I P must provide the contact information of a third party who is willing to take care of the pet should the L-I P become incapacitated and/or is not able or eligible to continue proper care for the pet.

Pet Behavior

- L-I P must maintain control of the animal at all times.
- L-I P's animal must be leashed, caged, or otherwise within L-I P's physical control while outside of L-I P's assigned residence. L-I P is required to inform supervisor if pet has escaped cage or apartment and cannot be found immediately.
- The animal must wear an identification tag bearing the L-I P's name at all times.
- Any display of aggressive behavior by the animal could result in immediate and permanent removal of the animal from University housing.
- Animal must be housebroken.

- Pet must not disrupt others by, but not limited to, the following: making loud noises or emitting prominent odor.
- If acquiring a dog, the L-I P must inform neighboring residents of the pet's arrival, along with a contact email for that staff member's supervisor, so to report any noise nuisances the pet is causing.
- L-I P should take all precautions to limit animal interaction with students, unless otherwise solicited by the student(s).
- Housing & Food Services will not take responsibility for the pet in any way. In all cases, precedence will be given to the health, safety, and well-being of other residents over the needs of the pet or L-I P. All reasonable attempts will be taken to protect the health and safety of the pet, including 48 hour notice of maintenance, chemical exposures and other University maintenance, but the University will not be held liable if a pet becomes ill or dies, or if the pet escapes from the apartment during an inspection, pest control treatment, or maintenance task.

Pet Sitting

- L-I P will need to make appropriate arrangements when away to take care of the pet (kennel, off-campus friend, etc.); dogs must not be left alone overnight. RA's and residents are not to be asked to care for the pet.
- L-I P can arrange for a colleague to care for the pet when away; the pet must either stay in their own apartment or with a colleague who has been approved to house a pet.

Failure to Comply

- For initial or low-impact complaints, direct supervisors may require the L-I P to complete additional training to attempt to correct pet behavior prior to requiring pet removal.
- L-IP is responsible for the conduct of all pets. L-IP shall ensure that all pets comply with the terms and conditions of this Agreement, all applicable HFS and University policies, including, but not limited to, all federal, state and local laws. L-IP will also ensure that their pet(s) behavior or actions will not negatively impact L-IP's ability to carry out L-IP's job duties, will not be disruptive to others, and will not interfere with others' quiet enjoyment of the premises.
- The University has the discretion to require pet to vacate the Apartment and leave University premises at any time for reasons including, but not limited to the L-IP or pet(s) not complying with the terms and conditions of this Agreement; violating University policies; violating any federal, state, or local laws; or otherwise disrupting the operations of the University or affecting a significant University interest.

Indemnification and Insurance

- LI-P agrees to defend, indemnify and hold UW harmless from any and all claims and expenses, including legal fees, arising from the actions of LI-P's pet(s). Personal liability insurance is required to cover the cost of liability should the pet harm a person. Proof of insurance specifically noting coverage for pets, must be provided to HFS. *Note: often renters' insurance policies outline coverage for pets.*

Guidelines for Domestic House Cats

Registration

- Cats must be licensed with the city of Seattle.
- Proof of licensure must be kept on file with HFS.

Immunizations and Health Care

- Cats must have all up to date immunizations.
- Cats must be spayed or neutered at appropriate age.
- Cats must be given regular preventative flea treatment. Any sign of flea infestation must be attended to promptly and consultation with appropriate personnel is expected prior.

Housing Cats

- Cats must stay within the apartment, with the following exceptions: coming to and from vet appointments, fire alarms and drills, being taken to stay with non-HFS staff due to live-in professional staff member absence. The shortest route must be taken from the apartment to nearest exit at all times and should be in a carrier. Cats are not allowed in HFS dining facilities or non-HFS, UW facilities.

Guidelines for Dogs

Registration

- Dog must be licensed in King County.
- Proof of licensure must be kept on file with HFS.

Immunizations and Health Care

- Dogs must have all up to date immunizations.
- Owner is responsible for taking all necessary precautions against flea infestation including regular flea treatment of dog. Any sign of flea infestation must be attended to promptly and consultation with appropriate personnel is expected prior.
- Dogs must be spayed or neutered at appropriate age.
- Proof of immunization and spay/neuter records must be on file with HFS.

Training and Temperament Requirements

- Dogs must have a temperament that is not considered a dangerous animal, and in compliance with the [City of Seattle Municipal Code Section 9.25.083](#)
- Dogs must be housebroken or be trained to be housebroken.
- For L-I P acquiring a puppy (under a year old), owner and puppy must complete a professional puppy obedience training course within 6 months of the puppy's arrival. Proof of completion must be provided to HFS.

- For older dogs or dogs owned prior to working at UW, L-I P must show proof of previous training course or complete a professional adult dog obedience course. Proof of completion must be provided to HFS.
- Below is a brief list of training providers that offer a wide selection of training courses for dogs of all ages. This is not a comprehensive list and you are not required to exclusively utilize these resources:
 - Seattle Humane Society
<http://www.seattlehumane.org/services/services/classes>
 - Paws-4-Training
<http://www.paws4training.com/>
 - Ahimsa Dog Training Seattle
<http://ahimsadogtraining.com/>

Grounds and Facility Usage

- Dogs must be on leash at all times when outside of the apartment.
- Dogs must take the shortest route from the L-I P's apartment when exiting the building. If the shortest route requires the use of an elevator, owner must either ride elevator alone, or if already occupied, ask the permission of the occupants to enter.
- Dog feces must be disposed of immediately and properly. It is the L-I P's responsibility to pick up feces from campus grounds, dispose of them in a sealed plastic bag, and place them directly in an appropriate waste container outside of the residential space.
- Dogs are not permitted in residential common spaces, rooms, and offices.
- Dog owners are responsible for keeping the dog contained when HFS facilities staff enters the apartment for improvements or repairs. The pet owner will need to communicate to Facilities their plan for containment when requesting maintenance.

Guidelines for Other Animals

- Rodents must have all up-to-date immunizations for respective type; preventative regular flea treatment required; must be caged when owner or guest is not present.
- Birds must be of a breed that is typically domesticated; must be of a typically quiet breed; must be caged.
- Birds and small caged animals are not to be left alone for more than 24 hours.
- Fish of any number or type are allowed. Aquariums may not exceed 100 gallons.
- Pets must stay within the apartment, with the following exceptions: coming to and from vet appointments, fire alarms and drills, being taken to stay with non-HFS staff due to L-I P absence. The shortest route must be taken from the apartment to nearest exit at all times and should be in a carrier. Pets are not allowed in HFS dining facilities or non-HFS, UW facilities.

Live-In Professional Pet Approval and Agreement Form

This document is required of all Live-In Professionals prior to the acquisition of a pet.

Pet Information

Type:

Breed:

Color:

Sex:

Age or Birthdate Estimate:

Veterinarian Name:

Veterinarian Phone/Address:

Additional Requirements:

Provide the Name, Address, and full phone number of a third party in the Seattle area who will assume responsibility for the pet should the owner become ineligible or unable to care for it:

Name: _____

Address: _____

Phone (include area code): _____

Alternate phone:

Email

Agreement

My signature acknowledges my responsibility to abide by and support all the terms and guidelines as stated in this Live-In Professional Pet Agreement.

Employee Signature & Date

FOR RESIDENTIAL LIFE ADMINISTRATION/HUMAN RESOURCES USE ONLY

Please check that each item was received and the date it was received.

- Cleaning fee deposited _____
- Apartment Condition Report completed _____
- Initial Immunization Record-IPs received _____ Updates: _____
- Spay or Neuter Report received _____
- Copy of State License received _____ Renewed: _____ Renewed: _____
- Optional: Copy of Microchip RecoL-IP received _____