

## ASSISTANCE ANIMAL REQUEST ADDENDUM

Siebert Realty (“Agent”) strives to comply with all applicable federal and state fair housing laws, including the federal Fair Housing Act and the Virginia Fair Housing Law (collectively, the “Fair Housing Laws”). As required by the Fair Housing Laws, Agent will consider and, when appropriate, grant a request by a Guest for a reasonable accommodation to permit the Guest to occupy the property described below with an assistance animal. However, the process begins with a request for accommodation by the Guest or the Guest’s parent, legal guardian, or other authorized representative. If a Guest requests a reasonable accommodation to occupy the property described below with an assistance animal, please provide the information requested in this Addendum. The completed Assistance Animal Request Addendum will be incorporated into and become part of the Siebert Realty Lease Agreement.

### GUEST AND PROPERTY

Name of Guest Requiring Accommodation: \_\_\_\_\_

Name of Guest Requesting Accommodation: \_\_\_\_\_

Rental Property: \_\_\_\_\_

### SERVICE ANIMAL

According to U.S. Department of Housing and Urban Development (“HUD”) guidelines, a “service animal” means a dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. For requests for animals not meeting that definition, please proceed to the section entitled “Assistance Animal (Including Support Animal).”

- Is the animal a dog? \_\_\_\_\_ If the answer is “no”, please proceed to the section entitled “Assistance Animal (Including Support Animal).”
- Is it readily apparent that the dog is trained to do work or perform tasks for the benefit of an individual with a disability? \_\_\_\_\_ Only if the answer is “no”, please answer the remainder of the questions in this section.

NOTE: According to HUD guidelines, “readily apparent” means that the dog is observed (1) guiding an individual who is blind or has low vision, (2) pulling a wheelchair, or (3) providing stability or balance assistance to an individual with an observable mobility disability.

- Is the animal required because of a disability? \_\_\_\_\_
- What work or task has the animal been trained to perform?  
\_\_\_\_\_

### ASSISTANCE ANIMAL (INCLUDING SUPPORT ANIMAL)

Please complete this section if the animal does not meet the definition of a service animal set forth above.

- Does the Guest requiring the accommodation have an observable disability? \_\_\_\_\_

NOTE: According to HUD guidelines, observable disabilities “generally tend to be obvious and would not be reasonably attributable to non-medical causes by a lay person”. Neither Agent nor its employees have any specialized knowledge or training in recognizing or treating disabilities.

- Has the Guest with a non-observable disability provided information that reasonably supports that such Guest has a disability? \_\_\_\_\_
- Has the Guest requesting accommodation provided information which reasonably supports that the animal does work, performs tasks, provides assistance, and/or provides therapeutic emotional support with respect to the Guest’s disability? \_\_\_\_\_

NOTE: For explanations of the supporting information referred to in the two preceding questions, please read the Guidance on Documenting an Individual’s Need for Assistance Animals in Housing included in the HUD publication “Assessing a Person’s Request to Have an Animal as a Reasonable Accommodation Under the Fair Housing Act”, FHEO-2020-01, issued January 28, 2020 and available at [www.hud.gov](http://www.hud.gov). **Agent is not requesting, and Guest is not required to submit, medical records or detailed or extensive information or documentation on the nature or extent of any physical or mental impairments.**

- Is the animal commonly kept in households? \_\_\_\_\_

NOTE: According to HUD guidelines, “reptiles (other than turtles), barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household animals.”

Requests for reasonable accommodation will be evaluated on a case-by-case basis and may be denied if (i) the Guest on whose behalf the request for an accommodation is submitted is not disabled; (ii) there is no disability-related need for the accommodation; (iii) the accommodation imposes an undue financial and administrative burden on Agent or the owner of the property; or (iv) the accommodation would fundamentally alter the nature of the operations of Agent or the owner of the property. In addition, as determined by Agent, the requested assistance animal must not pose a clear and present threat of substantial harm to others or to the property itself (provided that the determination shall not be solely based on breed, size, or type) that cannot be reduced or eliminated by another reasonable accommodation. As such, if a Guest requests accommodation for more than one animal, please complete separate addenda for each animal so Agent can make an individualized assessment with respect to each animal.

In addition, if Guest brings an animal into a property that does not accept pets without having completed and submitted an Assistance Animal Request Addendum that is approved by Agent, or if Guest makes any misrepresentation, omission or other falsehood on an Addendum submitted by Guest, Guest will be in material breach of the Siebert Realty Lease Agreement, and subject to forfeiture of all monies paid and immediate eviction without refund.

Guest certifies that all information provided by Guest on or in connection with this Addendum is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guest Signature