



Pet Request Form

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Email Address: _____

This is a request for permission to obtain the following pet. Include a picture of the pet.

Pet Type: _____

For dogs include specific Breed: _____

Age: _____ Size: (est. weight) _____

Male or Female: _____ Spayed or Neutered? Yes / No

Additional comments: _____

**Please note that if your pet is approved, we require the payment of the pet deposit and an updated pet addendum within 72 hours of approval.

FOR IN OFFICE USE ONLY:

Owner Name: _____

Date and Time called/emailed owner: _____

Approved (**If approved, email accounting immediately**)

Denied

Date and Time called/emailed tenant: _____

For Approved Pets:

Date deposit to be paid by and amount:

- Deposit received (if applicable)
- Tenant & DPM employee corrected deposit amount, filled in pet info, initialed & dated Pet Addendum and Page 1 of Rental agreement
- Gave tenant copy of updated lease paperwork
- Enter updated pet info in RM
- Scan updated pet addendum & rest of the m-i paperwork in RM under "original contracts"
- File Pet Request in tenant file

