

# THE SUMMIT

8743 Thomas Dr. ~ Panama City Beach, FL 32408 ~ Phone (850) 235-8797 ~ Fax (850) 235-1500

## Process for Service or Emotional Support Animal On Summit Property

### Owner process:

Include information in rental ads that The Summit is a no pet condominium.

Advise all potential renters The Summit is a no pet condominium.

Review your rental contract - Any fines will be applied to the unit owners, as they are responsible for all tenants or guests. You want to be sure your rental agreement has a clause to assure you are protected if the renter disobeys rules.

If your renter says the animal is a Service Animal or an Emotional Support Animal obtain completed Animal Registration Form with required documentation as noted on the Animal Registration form.

- Send completed Service or Emotional Support Animal form to The Summit to the attention of Security. Be sure dates of stay are included.
  - Emotional Support Animals– form must be accompanied by health care professional documentation
  - Service Animal— is for disabled persons. Form should provide task animal is trained to perform
  - Both categories also require current vaccination information

### Security process:

Tell anyone who arrives with an animal we are not a pet friendly complex.

If person says ok, no mention of Service animal/Emotional Support Animal:

- Security will advise they need to take pet to a kennel
- Security provides a list of kennels in the area

If person says it is a Service Animal then security will inquire what task the animal is trained to do for the disabled person. Upon hearing/ receiving trained task information; Security will provide Summit Animal Registration Form advising the form is to be completed and returned within 24 hours.

If person says it is an Emotional Support Animal, then security will ask for documentation from the handler's health care provider. Upon receiving healthcare information; Security will provide Summit Animal Registration Form advising the form is to be completed and returned within 24 hours.

- If handler has not turned in the form within 24 hours, then animal will not be allowed on property. Security will follow up and take appropriate action to remove the animal from the property.

Upon completion of Animal Registration Form

- Security will provide all Emotional Support animals with a registration tag.
- Handlers will be advised and provided a copy of rules and informed they can be on the North side of the building only.
- Security will provide all Service Animal handlers with a special punch of the Summit wristband
- Handlers will be advised and provided a copy of rules

Recordkeeping:

- Security will log Owner name, phone number and unit number when a form has been given to a handler.
- Security will track all forms to insure all forms have been turned into Security.
- Security will turn in log of animal arrivals and completed forms to the General Manager daily

### **Community Association Manager / General Manager Process:**

- Will be given list of forms given out and copy of animal registration forms turned in
- Will keep a file to document all animals on property
- Records should be maintained for a period of 7 years

Process Approved by the Summit Owners Association on May 14, 2016.