

HUD Assistive Animals Checklist



If you are requesting reasonable accommodation for a service animal or support animal, please read the following carefully.

SERVICE ANIMALS

- Do you have a dog that meets federal requirements of the Americans with Disabilities Act to be “**individually trained**” to do work or perform tasks that are directly related to a person’s mental or physical disability?”
- What task(s) has the dog been trained to do? (If the tasks are “readily apparent”, such as a seeing eye dog, you are not required to answer this question.)

SUPPORT AND OTHER ASSISTANCE ANIMALS

If your animal is not a service animal, you must provide us with a signed, dated letter on letterhead from a doctor or other health care professional that meets **all** of the following requirements, which were established by the U.S. Department of Housing and Urban Development (“HUD”). The letter should include:

- Your doctor’s or health care provider’s name, address and phone number on letterhead;
- The type of current professional license that your doctor or health care provider holds and the name of the state that issued the license;
- A dated signature by your health care provider;
- Your name;
- Acknowledgment that your doctor or health care provider is treating you and/or has personal knowledge of you. **Documentation from a web site provider or other health care professional who has never treated you does not meet this requirement;**
- Whether the health care professional has a professional relationship with that patient/client involving the provision of health care or disability-related services, and;
- That you have a physical or mental disability;
- A statement that your disability substantially limits at least one major life activity or major bodily function, and;
- The type of animal(s) for which you are requesting reasonable accommodation, including the breed, age, name, and description of the animal. **The animal must be a domestic animal (a dog, cat, bird, etc.). The property owner is not legally required to accommodate reptiles – except for turtles –, barnyard animals or wild animals unless your provider can document that the animal meets the federal definition of a “unique animal”, a trained animal that performs a service that a dog cannot perform;**
- Acknowledgment that you need the animal(s) because it does work or assists you with your disability.

