

STAFF INSTRUCTIONS RE: ASSISTANCE ANIMALS OF GUESTS

GUEST ARRIVAL WITH ASSISTANCE ANIMAL When a guest arrives with an assistance animal (service animal or other animal that does work, performs tasks, provides assistance, or provides emotional support for individuals with disabilities), give the registration form to the guest and ask to see proof of rabies vaccination and documents to show that the animal is either a service animal (typically a dog but may be a trained miniature horse) or an emotional support animal (a dog or other kind of animal).

If the disability of the guest and need for the animal is obvious, then do not ask the guest questions about the need for the animal if the animal is a dog or a miniature horse.

If there is no obvious disability, ask the guest if the animal is needed because of a disability and what tasks or work the animal performs or benefit the animal provides. Do not ask about the type of disability.

If there is no obvious disability and the animal does not perform a task or work because of disability; i.e., it is not a service animal, then ask for documentation issued by a health care practitioner or telehealth provider of the need for the animal.

If the animal is accepted as an assistance animal, the guest will be issued a tag to show that the animal is permitted on the premises.

ANIMAL WASTE: Assistance dogs may only produce waste in the designated Dog Area. A sign will designate the Dog Area and the waste disposal bags and container. The owners of the dogs are responsible for disposal of their dog's waste in the container provided.

BAY COUNTY LEASH LAW: Bay County has a leash law. Any animal must be under the direct control, custody, possession or charge of its owner or other responsible person.

VIOLATIONS: If you see any of the following, please obtain the name of the owner of the animal and unit number and report to management promptly: an animal on the Condominium premises that is not identified as permitted, any injury or damage caused by an animal, or any violation of the animal waste or leash law requirements.

THE SUMMIT

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

ASSISTANCE ANIMAL POLICY

Although pets are prohibited from The Summit, a Condominium (“Property”), assistance animals (service animals and emotional support animals), in accordance with federal Fair Housing Act (“FHA”) and Florida law are allowed with proper registration, as set forth below.

DEFINITIONS: For purposes of this Policy, the following definitions shall apply: Under the FHA, a disability is a physical or mental impairment that substantially limits one or more major life activities. While some impairments may seem invisible, others can be readily observed.

Assistance animals are: (1) service animals, and (2) other animals that do work, perform tasks, provide assistance, and/or provide therapeutic emotional support for individuals with disabilities, as discussed in the attached Notice.

REGISTRATION: The owner/handler of any assistance animal must complete a registration form to register the animal with Association management within 24 hours of bringing the animal onto the Property. There is no fee for the registration. A person who has registered his/her assistance animal must notify the Association if the animal is no longer needed or is no longer residing at The Summit.

The Association may request documentation regarding a disability-related need for an assistance animal.

The attached Notice states: “The FHA does not require a dwelling to be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others. A housing provider may, therefore, refuse a reasonable accommodation for an assistance animal if the specific animal poses a direct threat that cannot be eliminated or reduced to an acceptable level through actions the individual takes to maintain or control the animal (e.g., keeping the animal in a secure enclosure).”

The owner/handler of the assistance animal may be asked to provide proof of required vaccinations (rabies).

Note that if any owners or their rental companies have their own restrictions regarding assistance animals, in their units, SOA is not responsible for enforcing or assisting with enforcement those restrictions.

LIABILITY: A person is liable for damages caused by his/her assistance animal. The owner/operator of an assistance animal may be asked to sign a form accepting

responsibility for any injuries or damages caused by the animal and indemnifying the Association.

ANIMAL WASTE: Assistance dogs may only produce waste in the Property's designated Dog Area. A sign will designate the Dog Area and the waste disposal bags and container. Owners/handlers are responsible for disposal of their dog's waste in the container provided.

BAY COUNTY LEASH LAW: Bay County has a leash law. Any animal must be under the direct control, custody, possession or charge of its owner or other responsible person.

VIOLATIONS: The Association may charge guests for waste clean-up and for damage caused by an assistance animal and/or may charge owners for violations of the aforementioned rules by the owners or their guests. In addition, the Association may fine the unit owner of the person who violate one of the aforementioned rules as the unit owner is responsible for all tenants and guests.

For further information, see attached: U.S. Department of Housing and Urban Development (HUD) Office of Fair Housing and Equal Opportunity (FHEO) Notice FHEO-2020-01, of January 28, 2020, sometimes referred to as the "Assistance Animals Notice."

Registration Form for Service or Emotional Support Animal

You must complete and submit this form and obtain approval WITHIN 24 HOURS of bringing your animal to The Summit, a Condominium ("Condominium") property. Persons who do not respond satisfactorily to these reasonable inquires by the Association will not be permitted to bring animals onto the Condominium property, as the Association will not be on notice of the legal status of the service or emotional support animal.

Animal Owner Name: _____ Date: _____

Home Address: _____

Summit Unit Number: _____ Owner/Renter's phone number: _____

Animal Name _____ Breed _____

Color _____ Height _____ Weight _____

1. Is the animal a service animal needed because of a legally recognized disability under the Americans with Disabilities Act? YES NO

If yes, state the tasks the animal has been trained to perform to assist with the legally recognized disability.

* Any person who knowingly and willfully misrepresents himself or herself as using a service animal and being qualified to use a service animal commits a misdemeanor of the second degree pursuant to Section 413.08(9), Florida Statutes. The Summit Owners Association, Inc. ("Association") will seek to prosecute any individual or individuals attempting such a misrepresentation.

2. Is the animal an emotional support animal needed to alleviate a previously identified condition?

_____ YES _____ NO

If yes, you must request an accommodation because the Condominium is a NO PET property. In accordance with the Fair Housing Act, your request for accommodation from the no pet policy must be accompanied by a signed and dated document on letterhead or prescription form from a health care practitioner as defined in Section 456.011, Florida Statutes, a telehealth provider as defined in Section 416.47, Florida Statutes, or any other similarly licensed or certified practitioner or provider in good standing within his or her profession's regulatory body in another state but only if such out-of-state practitioner has provided in-person care or services to the animal owner or handler on at least one occasion. Such information is reliable if the practitioner or provider has personal knowledge of the person's disability and is acting within the scope of his or her practice to prove the supporting information.

The documentation from your regular health care provider must define the psychological condition in which the person suffers and state that the emotional support animal alleviates one or more issues associated with that condition. The Association has the right to verify such documentation.

Proof of Current Vaccinations must be provided. Vaccination document year _____
Please also include a current Picture of the animal.

The animal will be required to wear a 'registration band' on the collar during its stay, which will be provided upon check in and final registration with Security.

I hereby affirm that the information I provided to the Association is true to the best of my knowledge. I have received a copy of the Summit Rules for Service and Emotional Support Animals and I agree to abide by these rules. I understand failure to obey any rule is grounds for a fine and that, upon a repeat offense, additional fines may be imposed and the authorization to keep the animal on the Condominium property may be revoked.

Signature of animal owner or handler

Date