

# **ESA Approval & Service Dog Acknowledgement Information Sheet**

Residential and Student Service Programs, University of California, Berkeley

## **I. Requesting Acknowledgement of a Service Dog**

- A. A Service Dog is a dog that is trained to do a job or task(s) for a disabled person.
- B. If you are a Service Dog user and want your Service Dog to live in residential living<sup>1</sup> please provide the below information to the Housing Disability Specialist<sup>2</sup> along with the application for residential living:
- 1) A typed letter stating the dog is a Service Dog, what task(s) it performs for you, its breed, name and age;
  - 2) A picture of the dog;
  - 3) A signed copy of the Guidelines for Maintaining an Animal (attached);
  - 4) An Up-to-date veterinary record certifying that the animal has all recommended vaccinations to maintain the animal's health and prevent contagious diseases;
  - 5) Your current campus address; and
  - 6) The name and contact information of an alternate local caregiver for the Service Dog if needed.

## **II. Applying for Approval of an Emotional Support Animal**

- A. An Emotional Support Animal (ESA) is an animal that provides emotional support, well-being, comfort, and companionship to their people. They do not perform specific tasks.
- B. If you are an ESA user and want your ESA to live in residential living please provide the following information to the Housing Disability Specialist along with the application for residential living:
- 1) A completed ESA Approval Request Form (attached);
  - 2) An up-to-date veterinary record certifying that the animal has all recommended vaccinations to maintain the animal's health and prevent contagious diseases;
  - 3) A picture of the animal;
  - 4) A signed copy of the Guidelines for Maintaining an Animal (attached);
  - 5) The name and contact information of an alternate local caregiver for the animal if needed. Please note that you are responsible for the animal's behavior and any damages caused by the animal, even if the animal is temporarily being cared for by an alternate caregiver within Cal Housing.

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<sup>1</sup> (Residence Halls, Single Student Apartments, Family, Faculty and Staff Housing)

<sup>2</sup> The Housing Disability Specialist can be reached at: 2610 Channing Way, 2nd Floor, Berkeley, CA 94720; Fax: 510-642-4026; Email: [housingaccommodations@berkeley.edu](mailto:housingaccommodations@berkeley.edu)

C. The ESA should not be in residence unless an approval has been received. Approval is ESA-specific and non-transferrable.

D. ESA Approval Application Review Process:

1. The Housing Disability Specialist will review the Request for completeness and work with the resident to obtain any necessary additional materials.

2. The Housing Disability Specialist will notify the resident by email of RSSP's decision to approve or decline to approve the ESA.

3. If approved then the Housing Disability Specialist will work with the appropriate staff to determine a suitable residence for the resident and ESA and the ESA user will be required to sign a Roommate/Suitemate Agreement. [There is no need to reapply once approved; unless the animal is replaced or retired from use; please do provide current proof of vaccination(s)].

4. If the request is declined, the Housing Disability Specialist will work with the ESA user at their request to set appropriate timelines for the resident to find alternative housing.

5. ESA approval may be denied where the required steps have not been taken/information has not been provided, or where approval would: constitute an undue financial burden, require a fundamental alteration of the RSSP program, or create a direct threat to the health or safety of other animals or people.

6. The decision of the Housing Disability Specialist may be appealed, in writing, within five business days of the date on the decision email. Written appeals must be submitted to the Director of Cal Housing, Residential and Student Service Programs.<sup>3</sup>

7. Appeals must state one of the following specific reasons for reconsideration:

a) New information supportive of the animal as an accommodation that was not available at the time of the initial review; or

b) A procedural error that unfairly affected the process.

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<sup>3</sup> 2610 Channing Way, 2nd Floor Berkeley, CA 94720; reshall@berkeley.edu

## **Guidelines for Maintaining an ESA or Service Dog within the Residential Community**

The following guidelines apply to all approved ESAs and Acknowledged Service Dogs who live in the residential community, unless the nature of the disability of the resident precludes adherence to these guidelines, and permission for a variance from the guidelines has been granted.

### **Animal Behavior**

1. ESA and Service Dog behavior, noise, odor and waste may not exceed reasonable standards and/or create unreasonable disruptions for residents (registered students and resident family members) and RSSP staff.
2. Dangerous, poisonous, and/or illegal animals are not permitted.
3. The approved ESA or acknowledged Service Dog must be contained within the private residential area (room, suite, apartment, enclosed balcony or yard spaces) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness.
4. If leashing interferes with a Service Dog's ability to perform essential tasks, this should be noted during the request for acknowledgement of the Service Dog

### **Animal Health and Well-Being**

1. ESAs and Service Dogs must have all veterinarian-recommended vaccinations to maintain the animal's health and prevent contagious diseases. Documentation of vaccinations is due at the beginning of residency. You are required to provide the updated evidence of vaccination during the animal's residency as the animal(s) receive(s) additional vaccinations.
2. ESAs and Service Dogs are required to wear ID tags with a phone number and vaccine information.

### **Animal Cleanliness**

Residents are responsible for properly containing and disposing of all animal waste, including but not limited to:

1. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that feces and urine are not tracked onto carpeted surfaces.
2. Outdoor waste, such as dog feces, must be immediately retrieved by resident, placed in a plastic bag and securely tied before being disposed of in outside trash dumpsters.
3. With respect to common areas, RSSP reserves the right to designate specific sites indoors/outdoors for animal elimination of waste and to prohibit (even if there is immediate clean up afterwards) animal waste in any other common area.

## Resident Responsibilities

1. The resident must secure acknowledgment of their Service Dog or approval of their ESA.
2. The resident is responsible for assuring that the Service Dog or ESA does not interfere with the routine activities of the residents or cause unreasonable difficulties for students and/or other residents who reside there. Residential community living requires respect for the needs of residents with allergies and those who may fear animals.
3. The resident is financially responsible for all consequences caused by the actions of the accommodation animal, including bodily injury or property damage which may necessitate replacement or repair of damaged furniture, carpet, drapes, or wall covering, etc. If an accommodation animal causes substantial physical damage to the property of others that cannot be reduced or eliminated by reasonable accommodation, the animal may be excluded from living in the residence.
4. The University shall have the right to bill the CalCentral account of the resident for unmet obligations arising for damage caused by an accommodation animal. In the event that the resident is a non-student (Post-Doc, Visiting Scholar, etc.), the resident will be charged through their StarRez Housing Account.
5. The animal user's residence may be inspected for fleas, ticks or other pests once per semester or as needed. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service.
6. The resident must notify Cal Housing in writing if the ESA or Service Dog is no longer needed as an accommodation or is no longer in residence.
7. Even if the resident previously obtained permission for an ESA or acknowledgment of a Service Dog, the resident must file a new request if they want to add or replace an ESA, or request a new acknowledgment if their Service Dog changes.
8. Cal Housing has the ability to relocate the resident and their animal as necessary provided the new site is consistent with the terms of the current contractual agreement.
9. RSSP will require ESA or Service Dog user's roommates/suitemates in Residence Halls and/or Single Student Apartments to sign an agreement to be in residence with an ESA or Service Animal. In the event that one or more roommates/suitemates decline to sign, the Resident Director and/or Resident Assistant will resolve the matter on a case-by-case basis.
10. Any violation of the above rules will be reviewed through the Residential Conduct Process. That process affords the resident due process and appeal rights.

By my signature below, I verify that I have read, understand and will abide by the Guidelines outlined here and I agree to provide the additional information required to complete my Request for Approval of an Emotional Support Animal or Acknowledgment of a Service Dog.

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Roommate/Suitemate Agreement**

[This is only required for Residence Halls and/or Single Student Apartment residents currently in-room]

By my signature below, I acknowledge that I will be sharing the common areas of my assigned residential space with the Emotional Support Animal or Service Dog used by a roommate/suitemate. Should I have any concerns regarding the care and control of the approved ESA or acknowledged Service Dog, I will discuss my concerns with the animal's owner. I will speak to my Resident Assistant and/or Resident Director if the animal owner and I cannot resolve our concerns.

Resident's Name:

Date:

Resident's Name:

Date:

Resident's Name:

Date:

Resident's Name:

Date:

## ESA User's Information in Support of Request for Emotional Support Animal Approval

### Basic Information

1. Owner's name: \_\_\_\_\_
2. Owner's contact number and email: \_\_\_\_\_
3. User's name (if different): \_\_\_\_\_
4. User's contact number and email (if applicable): \_\_\_\_\_
5. If Student, Student ID #: \_\_\_\_\_
6. Name of Animal: \_\_\_\_\_
7. Type of Animal: \_\_\_\_\_
8. Name & Contact information of local alternative/emergency caregiver for animal if needed:  
Name: \_\_\_\_\_ Contact Information: \_\_\_\_\_

### Animal Health

I confirm that this animal is current on all vaccinations including rabies, if applicable

Date of rabies vaccination, if applicable: \_\_\_\_\_

To my knowledge this animal does not have ticks, fleas or any disease that would endanger animals or people

This animal does not require anesthesia or muzzling to be handled by third parties (veterinarians, groomers, handlers, etc.)

Name of Veterinarian: \_\_\_\_\_ Vet number and email: \_\_\_\_\_

### Animal Training and Behavior

This animal has been trained to behave in a campus setting

I understand that *trained to behave in a campus setting* includes refraining from biting, lunging, barking, jumping at or attacking other animals or people

I understand that *trained to behave in a campus setting* includes remaining in the control of the user

I understand that *trained to behave in a campus setting* includes refraining from toileting in all but appropriate and designated areas

I confirm that this animal has not to my knowledge behaved aggressively toward or injured another animal or a person

### Other Assurances

I agree that the [Animals on Campus policy](#) rules apply to this animal

I agree that I may be charged if this animal damages campus property

I agree that failure to behave in a campus setting may result in the expelling of this animal from campus

I agree that my ESA and I must yield space or right-of-way to Service Dogs

I agree that my ESA is allowed only in those spaces identified on my ESA Approval form

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of User (if different): \_\_\_\_\_ Date: \_\_\_\_\_

**Medical Provider's Information in Support of Request for Emotional Support Animal Approval**

Name of Professional completing form: \_\_\_\_\_

Address, Phone & Email: \_\_\_\_\_

Name of Patient: \_\_\_\_\_

They have been under my care since: \_\_\_\_\_

I am intimately familiar with \_\_\_\_\_'s history and with the functional limitations imposed by his/her disability. They meet the definition of disability under the Americans with Disabilities Act, the Fair Housing Act, and the Rehabilitation Act of 1973.

Due to disability, \_\_\_\_\_ has certain limitations. In order to help alleviate these, and to enhance their ability to live independently, I am prescribing an emotional support animal that will assist \_\_\_\_\_ in coping with their disability.

I possess a valid, active license (\*please provide the effective date, license number, jurisdiction, and type of professional license along with this form).

I am licensed to provide professional services within the scope of the license in the jurisdiction in which the documentation is provided. License #: \_\_\_\_\_

Physician or Clinician signature: \_\_\_\_\_ | Date: \_\_\_\_\_