



Ithaca Renting Company

118 Prospect St., #200

Ithaca, NY 14850

ASSISTANCE ANIMAL POLICY

Ithaca Renting Company (IRC) is required to comply with all relevant state and federal requirements regarding housing, including the Fair Housing Act.

IRC has a no-pet policy. Under federal and state law, a disabled person may seek an accommodation of this policy in appropriate circumstances.

DISABILITY

A person seeking an accommodation must have a disability.

NY State Law defines disability as a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques.

Federal Law defines a person with a disability to include (1) individuals with a physical or mental impairment that substantially limits one or more major life activities. The term "major life activity" means those activities that are of central importance to daily life, such as seeing, hearing, walking, breathing, performing manual tasks, caring for one's self, learning, and speaking.

NEED/NECESSITY

The applicant (hereafter "Applicant/caretaker" or "AC") must demonstrate that the assistance animal is necessary to provide assistance related to their disability or emotional support and may afford the AC equal opportunity to use and enjoy the leased unit.

ASSISTANCE ANIMAL

Individuals that establish they have a disability and necessity may request a reasonable accommodation for an "assistance animal".

An assistance animal is not a pet. It is either a Service Animal, or an animal that works, provides assistance, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. ("ESA")

SERVICE ANIMALS

The Americans with Disabilities Act ("ADA") defines a service animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Miniature horses can also be Service Animals. (hereinafter "SA") Other species of animals, whether wild or domestic, trained or untrained, are not "service animals" as defined by the ADA.

The work or tasks performed by a SA relate directly to the AC's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks,

alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

If the animal is a SA, Tenant is to provide information as to what work or tasks the animal has been trained to perform in their application.

EMOTIONAL SUPPORT ANIMALS

Assistance animals other than SA perform disability-related functions emotional support to persons with disabilities who have a disability-related need for such support. These are referred to as ESA, below.

UNACCEPTABLE ESAs

IRC does not allow the following animals as ESA's due to safety and/or public health concerns.

- ☐ Insects
- ☐ Rodents
- ☐ Snakes
- ☐ Chickens, Peacocks or other large birds
- ☐ Pigs
- ☐ Spiders
- ☐ Sugar gliders
- ☐ Reptiles
- ☐ Animals with tusk or hooves other than a miniature horse.
- ☐ Animals not authorized as a domestic pet by the City of Ithaca.

REQUESTS FOR A REASONABLE ACCOMMODATION

A reasonable accommodation is a change or exception to a rule or policy that is needed because of a person's disability. Since rules or policies may have a different effect on people with disabilities than on non-disabled people, treating people with disabilities exactly the same as others may deny a disabled person an equal opportunity to use and enjoy a dwelling.

DOCUMENTARY REQUIREMENTS FOR ACCOMMODATION REQUEST.

A tenant seeking an accommodation must make an application in writing to IRC, complying with the requirements above establishing a disability, necessity and relationship to housing. The documentation must be specific to the AC, the unit rented by the AC, and dated within thirty days of the date of application.

Any documentation submitted by a treatment provider on behalf of Applicant shall bear an ink, signed signature of the professional and addressed as follows: "Ithaca Renting Company, attn. SD/ESA, 118 Prospect St., Suite 200, Ithaca, NY 14850". Faxes must be from the provider's fax and to 607-273-5862. Originals should be mailed to the company address. Email will be accepted only if the sender has a secure and traceable email address, and not a general mailbox. For example: Office@drsoandso.com is acceptable. drsoandso@gmail.com is not. Treatment providers that do not have secure, traceable email will have to fax or mail hardcopy.

APPLICANTS ARE ADVISED IN ADVANCE THAT IRC WILL AS A REGULAR PART OF ITS REVIEW VERIFY THE ORIGINALITY OF ALL SIGNATURES SUBMITTED.

An application for accommodation shall also contain the following:

- ☐ Veterinary history of the animal of all shots required by state and local law given to the animal. The history must be dated within 30 days of the application.
- ☐ The animal must be vaccinated for rabies if required by law, and wear a rabies vaccination tag, if applicable and provided by the veterinarian.
- ☐ For all animals required to be licensed by the City of Ithaca or County of Tompkins, copies of the license from the applicable jurisdiction and a close-up photocopy of the tag. SA must have the applicable special license from the City of Ithaca for working animals. Call 607-274-6570 for City of Ithaca requirements.
- ☐ Photograph of the animal wearing applicable license tags.

PROCESSING A REQUEST FOR ACCOMMODATION

IRC will process any application as soon as possible. Applications that are submitted during busy renewal times (August-September, March, May and June) may take slightly longer. Normal response time is within two weeks, provided that the application is complete. Applications will be processed when completely submitted. A “complete application” means the application and all supporting documentation.

If you require assistance in completing an application, contact the rental office and IRC will assist you.

Permission is granted on a case by case basis. Before denying a request, IRC will attempt to engage in an interactive process with the Applicant.

All individuals seeking a reasonable accommodation shall be notified in writing of our decision.

In the event an accommodation is granted, it will be in writing, and signed by both parties.

If the request is denied, an explanation for the denial will be provided in the written notification.

If the applicant believes that the request is denied unlawfully, then he or she may file a complaint with:

NYS Division of Human Rights
One Fordham Plaza, 4th Floor
Bronx, NY 10458
<https://dhr.ny.gov/complaint>

and/or

U.S. Department of Housing and Urban Development
Office of Fair Housing & Equal Opportunity
26 Federal Plaza, New York, New York 10278
Telephone: 1-800-669-9777
Website: <http://hud.gov/complaints/>



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New York and Federal law require housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities.

You will need to show that you have a disability that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by Ithaca Renting.

Use this form to start the application process at Ithaca Renting. You must email this form to disability@ithacarenting.com.

Your name

Your email address

Building and Unit#

Your telephone number

Lease end date

If you share your unit with other people, please list all their names

To receive an accommodation, you must have a disability. List the nature of your disability.

State the accommodation you are seeking from the Landlord. If this involves a service animal or emotional support animal, please refer to that specific policy for further information. If you do not have a copy, please note this below and we will email it to you.

[Please attach separate sheet if you need additional space]

Date

Signature

NOTICE DISCLOSING TENANTS' RIGHTS TO REASONABLE
ACCOMMODATIONS FOR PERSONS WITH DISABILITIES
PURSUANT TO SECTIONS 296.2-b and 296.28 OF THE EXECUTIVE LAW

New York requires that we inform all tenants of their rights to reasonable accommodations for persons with disabilities.

Reasonable Accommodations

Executive Law sections 296.2-b and 296.28 require housing providers to make reasonable accommodations or modifications to a building or living space to meet the needs of people with disabilities.

Required Accessibility Standards

All buildings constructed for use after March 13, 1991, are required to meet the following standards:

- Public and common areas must be readily accessible to and usable by persons with disabilities;
- All doors must be sufficiently wide to allow passage by persons in wheelchairs; and
- All multi-family buildings must contain accessible passageways, fixtures, outlets, thermostats, bathrooms, and kitchens.

To request an accommodation, you must email disability@ithacarenting.com.

You will need to show your housing provider that you have a disability that interferes with your use of housing, and that your request for accommodation may be necessary to provide you equal access and opportunity to use and enjoy your housing or the amenities and services normally offered by your housing provider.

How to File a Complaint

If you believe that you have been denied a reasonable accommodation for your disability, or that you were denied housing or retaliated against because you requested a reasonable accommodation, you can file a complaint with the New York State Division of Human Rights.

A complaint must be filed within one year of the alleged discriminatory act. You can find more information on your rights, and on the procedures for filing a complaint, by going to www.dhr.ny.gov, or by calling 1-888-392-3644 with questions about your rights. You can obtain a complaint form on the website, or one can be e-mailed or mailed to you. You can also call or e-mail a Division regional office. The regional offices are listed on the website.