



The Flats at UNF

Pet Information Packet and Authorization Request Fall 2025/Spring 2026/Summer 2026

The Pet Information Packet and Authorization Request form is not for Service Animals/Emotional Support Animals (ESA) requests. Per UNF Policy for Service, Assistance, and Other Animals on Campus, students must register with Student Accessibility Services and the main Housing and Residence Life office 30 days before the animal is brought to University housing. Please see the University Policy (<https://www.unf.edu/regulations-policies/06-adminfinance/6-0210R.html>) and housing webpage (<https://www.unf.edu/housing/resources/ESA.html>) for more information about Service Animals/Emotional Support Animals.

The Department of Housing and Residence Life considers pet ownership a serious responsibility for residents. With prior authorization, documentation and payment of the appropriate fees, The Flats at UNF does allow residents to have a dog or cat reside with them in their assigned room with roommate consent. Residents that choose to seek authorization for a pet will have the burden of responsibility to identify roommates that are willing to reside in a pet friendly apartment.

Pets that are not properly registered, controlled, or cared for can create health and safety concerns within their place of residence, as well as within the greater community. Residents found with an unauthorized pet on property may be fined \$10 per day and/or be assessed the pet rent and non-refundable pet fee. Visiting pets are NOT permitted for any length of time without prior approval UNF Housing and Residence Life.

****Please note: Housing and Residence Life reserves the right to limit the number, type, breed and/or size of ANY dog or cat that is authorized to reside within The Flats at UNF community. In addition to the pet fees associated with having an authorized pet, residents are solely responsible for any damages, flea treatments, deodorizing, and/or shampooing necessary as result of their dog/cat.****

The following are guidelines, expectations and responsibilities associated with an authorized pet. My initials next to each statement indicate that I both understand and agree to each.

- _____ I understand written authorization must be obtained by the Senior Director of Housing and Residence Life or their designee before I will be permitted to have authorized animals reside within the apartment or within the community. This includes registration with UNF Student Accessibility Services, if applicable.
- _____ I understand that authorized pets are defined as a dog or a cat.
- _____ I understand my requested pet must not exceed 35 lbs. when fully grown. (Any requests for authorization of animals that will exceed this weight will not be considered.)
- _____ I understand aggressive breeds are not permitted. Aggressive breeds are defined as any mixture of the following: Pit Bulls, Rottweiler, Doberman Pinscher, German Shepard, and Chow Chow.
- _____ I understand that only ONE pet will be authorized per resident with the proper documentation.
- _____ Pet authorization is for the contract term specific in the authorization and must be renewed for any subsequent terms.
- _____ I understand that I will be responsible for payment of the following fees:
 - a. One-time, non-refundable Pet Fee of \$400.00
 - b. One-time, non-refundable Pet DNA fee of \$50.00 (dogs only)
 - c. \$15.00/month added to room rent as a Pet Rent

NOTE: These fees do NOT negate or lessen resident's responsibility for any damages, flea treatments, carpet care or replacement, etc. that may be necessary as a result of pet. These fees are solely a commitment that resident is making to have an authorized pet.

- _____ I understand that all authorized pets are required to be registered/licensed with the City of Jacksonville.
<http://www.coj.net/departments/regulatory-compliance/animal-care-protective-services/license-your-pet.aspx>
- _____ I understand I am required to maintain up to date documentation with The Flats at UNF office, this includes vaccination records and a current pet picture.
- _____ I understand that I will need to identify roommate(s) that are agreeable to an authorized animal living within the apartment or seek approval from current roommate(s) to introduce a pet into the space. Without this approval I further understand I may have to move to a "pet-friendly" space or my pet authorization may be revoked. Housing and Residence Life will not bear the burden or responsibility to find appropriate roommate matches for requested pets.



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- _____ I understand Housing and Residence Life reserves the right to revoke authorization of any pet at any time and require immediate removal of any pet (authorized or not).
- _____ I understand Housing and Residence Life reserves the right to charge me for any cost(s) associated with removal of pet(s), cost(s) associated with housing the pet and cost(s) associated with cleaning or repair needed from damage caused by my pet(s).
- _____ I understand I am responsible for the safe handling and care of the animal, which includes toileting, feeding, grooming, and veterinary care. This includes appropriate medical care (flea treatments, vaccinations, etc.) and as well as the appropriate clean-up and disposal of pet waste from the community grounds.
- _____ I understand the animal must be in good health, housebroken, and in its handler's control at all times. It also must be on a leash, harness, or another type of restraint unless the handler is unable to maintain the physical restraint due to a disability (as documented with the Student Accessibility Center), in which case the animal must be under control by voice, signal, or other effective means.
- _____ I understand I am expected to maintain sanitary conditions within my apartment (both individual bedroom and common space). Issues associated with improper care and attention to the pet could result in additional charges, pet authorization being revoked or removal from housing.
- _____ I understand authorized pets are not permitted in any Common Area (parking areas, landscaped areas, pool decks, and clubhouse or basketball court) nor should they be tied out in any stairwells, breezeways or in a manner in which they are obstructing a walkway.
- _____ I understand I must follow the policies outlined in the Student Code of Conduct and Housing Resident Handbook as it relates to pets on campus.

You will need these items to complete the pet application:

1. Letter from certified veterinary providing specific statement of animal's current state of health. All animals need to be immunized against rabies and other diseases common to that type of animal. This statement of health must not be older than 30 days. If your vet does not have it's own statement of health that can be turned in, you may utilize the form on the last page of this pack.
 - a. All statements of health for cats must show that the cat is up to date on rabies, feline distemper (panleukopenia), calicivirus, and feline herpes virus (feline viral rhinotracheitis). The statement of health must provide the date when these immunizations will be out of date.
 - b. All statements of health for dogs must show the dog is up to date on rabies, canine distemper, parvovirus, and adenovirus (canine hepatitis). The statement of health must provide the date when these immunizations will be out of date.
2. Copy of City of Jacksonville License/Registration including license number.
3. Current pet photograph in color.
4. You are required to have your roommates email the Department of Housing and Residence Life, stating they are okay with having your pet in the apartment. This email must be sent from your roommates' UNF email to housing@unf.edu.

I agree to abide by all the expectations above, as well as the rules, regulations, and policies of The University of North Florida Housing and The University of North Florida.

Resident Name

Resident N Number

Date

Resident Signature



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Request Date: _____ Resident's Name (Last, First): _____

Resident N Number: _____ Apartment and Room Number (i.e 8307B): _____

Pet Name: _____ Type of Animal (i.e Cat, Dog): _____

Breed (i.e Beagle): _____ Color: _____

Weight: _____ Date of Birth (Month/Year): _____

Date of Last Rabies Shot: _____

Is the animal House Broken? Yes No

FOR OFFICE USE:

Complete Date Staff Initials

_____ _____ *Letter from certified veterinary providing specific statement of animal's current state of health. This statement of health must not be older than 30 days.*

_____ _____ *Written verification (an email to the RLC from resident's UNF email) from roommate(s) on file stating they are ok with having an animal in their space.*

_____ _____ *Copy of City of Jacksonville License/Registration including license number.*

COJ License #: _____

_____ _____ *Current pet photo on file*

_____ _____ *Pet fee (\$400 non-refundable)*

_____ _____ *Pet rent (\$15/month)*

_____ _____ *Pet DNA fee – dogs only (\$50.00 non-refundable)*

Date of Approval: _____ Staff Signature: _____

Staff Notes:



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Veterinarian Summary of Health

This form will need to be completed by your veterinarian at the time of your animal's most recent exam. This exam needs to be within 30 days prior to your anticipated animal arrival date. Once completed, please also attach current proof of vaccinations and a current picture of your animal.

Name of Veterinarian Clinic: _____ Phone Number: _____

Address: _____ City, State, Zip: _____

Date of Last Exam: _____ Animal's Name: _____

Animal Owner's Name: _____ Animal Type & Breed: _____

Animal Current Weight: _____ Animal Maximum Expected Weight: _____

Animal Temperament: _____ Spayed/Neutered: _____

Vaccinations:

Dog:

- ☐ DHPP (Distemper, Hepatitis, Parvovirus, Parainfluenza)
- ☐ Rabies

Cat:

- ☐ FVRCP (Feline Viral Rhinotracheitis, Calicivirus, Panleukopenia)
- ☐ Rabies

I verify that all the above vaccinations are and will remain current through one year or as instructed by veterinarian.

I verify that the above-mentioned animal has been given a stool sample test for internal parasites and that the stool sample was found to be negative for parasites known or suspected of infecting humans, including roundworms, whipworms, hookworms, tapeworms, and *Giardia* or that the animal has been appropriately treated for these parasites. I further verify that the above-mentioned animal has been treated and/or examined and found to be free of flea infestation.

I verify that the above animal is in general good health.

Veterinarian Signature _____ Date _____