
Exhibit 6-5: How to Develop Pet Rules [24 CFR 5.353]

Owners must use the following procedures to develop pet rules:

A. Notice

Tenants must be given a notice containing the proposed pet rules. The notice must:

1. Include the text of the proposed rules;
2. State that tenants or tenant representatives may submit written comments on the rules;
3. State that all comments must be submitted to the project owner no later than 30 days from the effective date of notice of the proposed rules; and
4. Announce the date, time, and place for a meeting to discuss the proposed rules.

B. Distribution Method

Owners must distribute the notice by one of the following methods:

1. Sending a letter by first-class mail, properly stamped and addressed, to the tenant at the unit, with a proper return address;
2. Giving a copy of the notice to any adult answering the door at the tenant's leased unit, or if no adult responds, by placing the notice under or through the door, if possible, or else by attaching the notice to the door; or
3. In high-rise buildings, posting the notice in at least three places within the building and maintaining the posted notices intact and in legible form for 30 days.

C. Tenant Consultation

Tenants or tenant representatives may submit written comments on the proposed pet rules by the date specified in the notice. In addition, the owner may schedule one or more meetings with tenants during the comment period to discuss the proposed rules. Tenants or tenant representatives may make oral comments on the proposed rules at these meetings. The owner must consider comments made at these meetings only if they are summarized, reduced to writing, and submitted to the owner before the end of the comment period.

1. For the purpose of computing time periods following the distribution of the notice, the notice is effective on the day that all notices are mailed or delivered or posted, depending on the method of distribution.
2. The owner must develop the final rules after reviewing tenants' comments. He/she may meet with tenants and tenant representatives to

attempt to resolve issues raised by the comments. The content of the final pet rules, however, is within the sole discretion of the project owner.

3. If pet rules are to be included in the lease provisions, the current lease must be amended:
 - a. Upon renewal of the lease and in accordance with any applicable regulation, and
 - b. When a tenant registers a common household pet.