

# MVP ANIMAL REGISTRATION FORM

I, \_\_\_\_\_ of Unit # \_\_\_\_\_  
(print FIRST & LAST name clearly)

Owner/care taker of following animal acknowledge receipt of MVP's policies and understand I will be held responsible for violation(s) of this policy and fines associated with such violation(s). I will also be responsible and liable for any damage or injury caused by a service animal. The following pages need to be completed and returned to MVP office within (10) business days.

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## CHECKLIST OF ITEMS NEEDED IN ORDER TO REGISTER AN APPROVED ANIMAL

### AT MAKAHA VALEY PLANTATION:

- **City & County of Honolulu Registration requirements** – On July 1, 2020, the City and County of Honolulu implemented mandatory microchip identification for cats and dogs over the age of four months. Microchip ID number MUST be provided to MVP office.
- **Certificate of Insurance required for all animals** – Animal owner must get and keep in force during entire period that service animal is kept on property General Liability Insurance with limits as follows:
  - a. Dogs - \$300,000
  - b. All Others - \$50,000 or as determined by Board of Directors.
  - c. Policy must remain current and in-force while residing on property with this registered animal.
  - d. Makaha Valley Plantation must be added on policy as Additional Insured or Certificate Holder noted as:  
**AOAO Makaha Valley Plantation, 84-786 Ala Mahiku St., Waianae, HI 96792**  
A General Liability Policy covers liability arising out of presence of service animal on property.
- **Registration Form** (completed by Animal Owner).
- **Health Report for animal** (completed by licensed Veterinary) – If last visit done within past 6 months, please attach copies to this form/packet.
- **Animal Addendum** (for renters) – If you are not the unit owner, this form must be completed by your landlord or realtor. Even if your animal is approved in your lease, this form MUST be completed.

All items above MUST be submitted together. Upon completeness, animal(s) will be registered with MVP office. A \$10.00 administrative fee is due upon receipt of the completed animal packet.

MVP INITIAL HERE IF FEE PAID \_\_\_\_\_

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ALL FORMS (EXCEPT INSURANCE CERTIFICATE) ARE INCLUDED IN THIS PACKET.

PLEASE READ ATTACHED "MVP HANDOUT POLICY PET REGISTRATION" AS WELL AS ALL HOUSE RULES WHICH PERTAIN TO PETS ON PAGES 15&16 OF YOUR HOUSE RULES BOOK. THIS RULES ALSO APPLIES TO SERVICE ANIMALS.

DATE PACKET ISSUED: \_\_\_\_\_

DATE PACKET IS DUE: \_\_\_\_\_

## MVP ANIMAL REGISTRATION POLICY

The purpose of this policy is to address the continuing problems encountered by security and to clarify the current House Rules regarding pets. No apartment owner or occupant shall keep any approved animal or pet in their unit or on property without registering with MVP office. Pets shall be registered with MVP Office prior to moving on property. There is a \$10.00 Administrative fee that is non-refundable. All documents needed to complete registration of an animal is listed on previous page.

### House Rule regarding PETS (House Rule pg. 15)

H2 Pet owners shall procure, at their sole cost and expense, and keep in force during the entire period of time that the pet is kept on the Property a General Liability policy covering liability arising out of the presence of the pet on the property. Such insurance will have minimum limits for each person/each incident:

- a. Dogs - \$300,000
- b. All Others - \$50,000

Pet owners shall furnish the Association with a certificate of insurance completed by a duly authorized representative of their insurer certifying that such policy is in force with a least the minimum coverage's and the that coverage will not be cancelled, allowed to lapse, or materially change without thirty (30) days' advance notice to the MVP Association. All insurance will be provided through companies authorized to do business in the State of Hawaii. All coverage required of the owner shall be primary before any insurance program carried by the Association. The MVP Association shall be included as an additional insured under all required insurance policies. The above insurance requirement is not intended to substitute for complete compliance with any applicable Rules.

H3 The following restrictions shall be applicable to all pets:

- a. Owners shall at all times be responsible for any excessive noise make by any permitted pets, including those of any Tenant Occupant of Guest. Pets that make noise continuously and/or incessantly for a period of ten (ten) minutes or intermittently for half (1/2) and hour or more shall be deemed a nuisance and be promptly removed form MVP property upon notice from Management. Other behavior may be considered a nuisance on a case-by-case basis.
- b. Animals that may not legally be imported into the State are strictly prohibited.
- c. No more than two dogs or two cats, or any combination thereof will be allowed per apartment. The following animals are the only animals permitted at MVP without prior BOD approval:
  - 1.) Dogs seventy five (75) pounds or under at maturity
  - 2.) Cats
  - 3.) Fresh water or tropical fish limited to a twenty gallon tank
  - 4.) Birds
- d. A tenant, in order to keep a pet is required to have written permission of the apartment Owner on file with MVP Management.
- e. Pets in transit can be walked to and from apartments, on a leash no more than four (4) feet in length and out of the front entrance. Residents are required to have a baggie or waste bag with them to pick up dog feces or waste while walking the dog on and off property.

# Makaha Valley Plantation Registration Form for Animals

Photo must be provided and attached to this sheet

Name of Animal Owner \_\_\_\_\_

Apartment/Unit Number \_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

## Animal Information

Please list all service animals separately:

Animal Name	Type/Breed	Age	Spayed or Neutered?	Microchip No.

Veterinarian: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Animal Emergency Caretaker:

Veterinarian: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Medications or Health Condition? \_\_\_\_\_

Animal Name: \_\_\_\_\_

I have read and understand the house rules pertaining to animals and I and members of my household promise to fully comply.

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

# ANIMAL HEALTH REPORT

Animal Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owned by: \_\_\_\_\_

Dog: \_\_\_\_\_ Cat: \_\_\_\_\_ Other: \_\_\_\_\_ Breed: \_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Neutered: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_

<p>Canine</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Distemper</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Distemper/Measles</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>(CAV-2) Hepatitis</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Lepto C &amp; 1</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Parvo Virus</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td> </td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Bordetella</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Corona Virus</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Other</td></tr> </table> <p>_____</p>		Distemper		Distemper/Measles		(CAV-2) Hepatitis		Lepto C & 1		Parvo Virus				Bordetella		Corona Virus		Other	<p>Feline</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Panleukopenia</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Rhinotracheitis</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Calici Virus</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Leukemia</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Chlamydia</td></tr> <tr><td style="width: 20px; height: 20px; border: 1px solid black;"></td><td>Other</td></tr> </table> <p>_____</p>		Panleukopenia		Rhinotracheitis		Calici Virus		Leukemia		Chlamydia		Other
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Vaccinations Expire: \_\_\_\_\_

## Vaccinations

Physical Examination	Normal	Abnormal	Comments
1. General appearance			
2. Coat/ Skin/ Nails			
3. Heart/Lungs			
4. Eyes			
5. Ears			
6. Teeth			
7. Urogenital			
8. Muscal/Bones			
9. Temperament			
10. Other			

11: Evidence of flea/tick infestation: Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

I certify, as an accredited veterinarian licensed to practice in the State of Hawaii, that the above described animal has been examined by me on this date and shows no signs of any infections or contagious disease. Current vaccinations and spay/neuter status are as indicated above.

Veterinarian's Name (please print) \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Veterinarian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# MVP ANIMAL ADDENDUM TO RENTAL AGREEMENT

This Animal addendum is an amendment to the lease dated \_\_\_\_\_

Between \_\_\_\_\_ and \_\_\_\_\_  
(Tenant) (Landlord)

Covering the premises known as \_\_\_\_\_  
Address Unit #  
\_\_\_\_\_  
City State Zip Code

1. Tenant has read, understands and agrees to abide by all applicable House Rules pertaining to animals.
2. Tenant has completed a Service animal application & registration form and has been granted permission by the managing agent \_\_\_\_\_ to keep the service animal specified under the following terms and conditions:
  - a. That the animal will be allowed out of the premises only under the complete control of the responsible human companion and on a handheld leash on in a pet carrier.
  - b. That any damage to the exterior or interior of the premises, grounds, flooring, walls, trim, finish, tiles, carpeting, or any stains, etc. caused by pet will be the full responsibility of the Tenant and that Tenant agrees to pay all costs involved in the restoration to it's original condition. If because of any such stains, etc., said damage is such that it cannot be removed, then Tenant hereby agrees to pay the full expense of replacement.
  - c. It is also understood and agreed that Tenant will permit the Landlord to professionally fumigate the premises, including any ground (if any) for fleas and ticks and clean all carpets when Tenant vacates the premises. The contractors used will be the Landlord's contractors and the cost will be competitive and borne by the Tenant.
  - d. Tenant will provide adequate and regular veterinary care of pet, ample food and water, and will not leave pet unattended for any undue length of time. Tenant will diligently maintain cleanliness of litter pans as well as sleeping and feeding areas.
  - e. It is further understood and agreed that if efforts to contact the Tenant are unsuccessful, the Landlord or the Landlord's agents may enter Tenant's apartment if there is reasonable cause to believe an emergency situation exists with respect to the pet. Examples of an emergency situation include abuse, abandonment, or any prolonged disturbance. If it becomes necessary for the pet to be put out for board, any and all costs incurred will be the sole responsibility of the Tenant.
  - f. Tenant agrees to indemnify. Hold harmless and defend Landlord or Landlord's agents against all liability judgments, expenses (including attorney's fees), or claims by third parties for any injury to any person or damage to property of any kind whatsoever caused by the Tenant's service animal.
  - g. If a dispute arises out of this contract and cannot be settled through negotiation, the Landlord and Tenant agree first to try in good faith to settle the dispute by medication administered either by a local mediator or by the American Arbitration Association under commercial meditation rules. If the parties cannot agree on which agency shall administer the mediation the \_\_\_\_\_'s (Landlord or Tenant) choice shall be govern.

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

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