



## Pet Request Form

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

This is a request for permission to obtain the following pet. Include a picture of the pet.

Pet Type: \_\_\_\_\_

For dogs include specific Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Size: (est. weight) \_\_\_\_\_

Male or Female: \_\_\_\_\_ Spayed or Neutered? Yes / No

Additional comments: \_\_\_\_\_

\*\*Please note that if your pet is approved, we require the payment of the pet deposit and an updated pet addendum within 72 hours of approval.

### FOR IN OFFICE USE ONLY:

Owner Name: \_\_\_\_\_

Date and Time called/emailed owner: \_\_\_\_\_

Approved (**If approved, email accounting *immediately***)

Denied

Date and Time called/emailed tenant: \_\_\_\_\_

### For Approved Pets:

Date deposit to be paid by and amount:

- Deposit received (if applicable)
- Tenant & DPM employee corrected deposit amount, filled in pet info, initialed & dated Pet Addendum and Page 1 of Rental agreement
- Gave tenant copy of updated lease paperwork
- Enter updated pet info in RM
- Scan updated pet addendum & rest of the m-i paperwork in RM under "original contracts"
- File Pet Request in tenant file

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