FULL-TIME STAFF PET REQUEST FORM

<table>
<thead>
<tr>
<th>Full-time Staff Member:</th>
<th>Building of Residence:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community:</td>
<td></td>
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<tr>
<td>Type of Animal Requested:</td>
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<tr>
<td>Dog</td>
<td>Cat</td>
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Projected Breed: __________________________

Predetermined Alternate Location (to be used if the animal needs to be removed from the Residence Halls)

**Emergency Contact Information**
In case of emergency, who can take possession of the pet?

<table>
<thead>
<tr>
<th>Name:</th>
<th>Phone Number:</th>
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I have read and understood the University Housing Full-time Staff Pet Policy for the University of Georgia, and I understand that failure to comply may result in the revocation of this registration.

Signature of requesting staff member: __________________________ Date: ______________

----------------------------------------- **For Department Use Only** -----------------------------------------

**Pet Request:**

- Approved ______ Denied ______ Date: __________

**Rationale for Denial:** (if necessary):


Approved by: __________________________ Date: ______________

**Pet check-in**

- Deposit receipt obtained: ________ Apartment Inventory and Condition Sheet completed ________ Form shared with director of facilities ______

**Pet approved to be in residence approved by associate director:** __________________________ Date: __________

**Pet check-out**

- Apartment Inventory and Condition Sheet completed ________ Email to HBHR regarding deposit refund status sent ______

**Pet checked out of residence approved by associate director:** __________________________ Date: __________

Submit a picture of the pet to the associate director for assignments so that they can make a note and add the picture in StarRez.