

# TWO - F I F T Y

250 E WISCONSIN AVENUE, MILWAUKEE, WI 53202

## **SERVICE ANIMALS REASONABLE ACCOMMODATION POLICY**

Millbrook Properties prohibits all pets (a domestic animal kept for pleasure or companionship) inside any Millbrook-controlled building and/or premises, with the exception to service animals providing assistance for a person with disability. Acceptable special exceptions are per your office Lease.

A service animal, defined by the Americans with Disabilities Act, is any dog trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, guide animals, hearing animals, seizure alert animals, assistance animals, mobility animals, autism assistance animals, psychiatric service animals, animals trained for other physical, mental or intellectual disability, pulling a wheelchair or fetching dropped items. Other species of animals, emotional support, well-being, comfort, companionship animals, whether trained or untrained, are not included in the definition of a service animal.

Employees requesting accommodation for a disability that includes a service animal must complete the attached Service Animal Documentation. All service animals must be registered with the Millbrook Properties office at least 2 business days prior to being on the premises.

### **Requirements:**

- All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current and in accordance with state and local laws.
- Animals must wear a rabies vaccination tag.
- All dogs must be licensed per state law.
- Service animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.
- Animals must be in good health. Any animal suspected of being ill, diseased or infested must have a veterinary certification before returning to the premises.
- Animals must always be on a leash, harness or other type of restraint, unless the owner is unable to retain an animal on a leash due to a disability.

- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner.
- Reasonable behavior is expected from service animals while on the premises. The owners of disruptive and aggressive service animals will be required to remove them from the premises. If the improper behavior happens repeatedly, the animal will be prohibited from entering the facility until the owner takes significant steps to mitigate the behavior.
- In the case of damage, fouling or infestation of any property, Millbrook Properties will require the owner of the animal to cover all costs related to correcting the issue. The vendor will be selected by Management and billed to the animal's owner.
- Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

There is **NO RELIEVING OF ANIMALS** anywhere on the property.

Employees found disregarding any of these requirements will be reported to their companies and/or fines imposed due to lack of compliance.

# TWO - FIFTY

## SERVICE ANIMAL DOCUMENTATION

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

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Company Employed At: \_\_\_\_\_

### Emergency Contact Information:

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

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

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

### Veterinary Contact Information:

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

Company \_\_\_\_\_

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

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

Is the service animal required because of a disability?

**Yes**

**No**

(Please circle one)

What work tasks has the dog been trained to perform:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_