

Comfort/Service Dog Policy

In order to abide by applicable laws concerning comfort/service dogs in housing located within the City and State of New York, and to protect the rights of residents to a safe and clean living environment, the Board of Directors passes the following rules and regulations. These rules apply only to dogs whose presence on Coop property as service dogs as recognized by the appropriate applicable authorities and recognized as such by the Board of Directors of Le Havre Owners Corp. (hereinafter referred to as "Coop"). Be advised that the No Harboring Dog Policy is still in full effect in the Coop for all other dogs.

REGISTRATION: All service dogs must be registered with the Coop management office. Registration includes; (1) sufficient medical evidence from an appropriate medical professional whose care the requesting shareholder is under describing the disability recognized under the law and explaining the need for the accommodation; (2) where applicable, proof from a New York certified comfort/service animal trainer detailing the training the comfort/service dog has received; (3) proof of licensure by New York City; (4) a 3x5 color photograph of the dog to be registered; (5) proof of insurance as required under this policy; (6) proof of vaccination by a veterinarian.

The registration of the comfort/service dog is specific to the individual comfort/service dog' registration is not transferrable to any to any other comfort/service dog. If it is necessary to obtain a new comfort/service dog, the replacement dog must be registered and approved.

REGISTRATION RENEWAL: All comfort/service dogs must be re-registered with Coop at the yearly anniversary of Board approval. Failure to re-register the comfort/service dog will be deemed an automatic revocation of Board approval and violation of the No Harboring Dog Policy. Registration renewal includes: (1) a letter from a doctor or licensed therapist whose care the requesting shareholder is under, describing the continued need of the comfort/service dog; (2) proof of licensure by New York City; (3) an updated 3x5 color photograph of the dog to be re-registered; (4) proof of insurance as required under this policy; (5) proof of vaccination by a veterinarian.

REVOCAION OF BOARD APPROVAL: The following events will automatically revoke Board approval of the comfort/service dog's presence on Coop property, and will be deemed a violation of the No Harboring Dog Policy: (1) failure to re-register a previously registered comfort/service dog; (2) failure to register a replacement comfort/service dog; (#) failure to follow the rules and regulations contained herein; (4) the comfort/service dog is no longer the prescribed treatment for the resident list on the Board approval letter; (5) the resident listed in the Board approval letter is no longer residing in Coop.

Should any of the above events occur, the shareholder will have 30 days to remove the dog from Coop property.

BOARD'S RESERVATION OF RIGHTS: Coop has the right to prohibit any comfort/service dog from being kept on the premises, that is a disturbance, danger, or nuisance to the other residents of the development.

INSURANCE: Residents who are permitted by the Board of Directors to harbor a comfort/service dog will be required to carry liability insurance covering personal injury and property damage in such amounts and on such terms as determined by Coop.

RULES AND RESTRICTIONS: All comfort/service dogs must be kept on a leash and under the direct control and supervision of their owner at all times while not inside their apartments. It is prohibited to leave a comfort/service dog unattended on the grounds.

Comfort/service dogs must not be allowed to defecate or urinate on the lawns, walkways, or common areas of Coop. Should the dog have an accident and does relieve itself in a public area of the building or common properties, it is the comfort/service dog owner's responsibility to immediately pick up/clean up the excrement left by the comfort/service dog. Failure to curb the comfort/service dog shall be deemed a nuisance and material breach of proprietary lease, house rules and this comfort/service dog policy. It shall be deemed grounds for revocation of the comfort/service dog registration.

SHAREHOLDER LIABILITY: The comfort/service dog owner is responsible for any property damage or injury that their comfort/service dog may cause or inflict anywhere within Coop. The shareholder expressly agrees to hold Coop harmless and indemnify Coop in the event there is any loss/or damage resulting from the harboring of a comfort/service dog at Coop.

FINES: Shareholders who violate one or more of the comfort/service dog provisions will be subject to legal action including but not limited to fines, forced removal of the comfort/service dog and/or termination of their proprietary lease. All fines, costs, and expenses necessary to enforce this resolution will be levied against the shareholder and shall be deemed additional maintenance pursuant to the shareholder's proprietary lease and subject to all lien and collection powers of Coop. The Board reserves all rights to enforce these rules under the terms and conditions of the proprietary lease and the Board's remedies shall be deemed cumulative.

Fine Schedule

1st Violation: \$100.00

2nd Violation: \$250.00

3rd Violation: \$500.00

Reasonable Accommodation Policy

Le Havre Owners Corp. ("Le Havre") are committed to granting reasonable accommodations to its rules, policies, practices, or services where such accommodations enable people with disabilities the equal opportunity to use and enjoy their dwellings as required by federal, state and local law. A reasonable accommodation may include an exception to a rule or policy or physical change to a unit or common area. A disability related reasonable accommodation exists when there is an identifiable relationship, or nexus, between the requested accommodation and the individual's disability. No accommodation is on its face unreasonable. An accommodation is reasonable unless it causes undue hardship.

Reasonable Accommodation Requests

Le Havre accepts reasonable accommodation requests from persons with disabilities and those acting on their behalf. Individuals who would like to request a reasonable accommodation may use, but are not required to sue, Le Havre "Application for Reasonable Accommodation" Form.

Reasonable Accommodation Application

Forms are available at the Management Office: 168-68 9th Avenue, Whitestone, NY 11357; (718) 767-7400. If you require assistance completing the form, or wish to make the request orally, please contact the Management Office. You may also make a Reasonable Accommodation.

We will make a decision on your request within [timeframe – NYCCHR recommends no longer than ten] calendar days following the receipt of all documentation. If the request is of a time sensitive nature, please let us know and we will make our best efforts to expedite the decision-making process. If we grant the request, we will let you know in writing by sending you a dated letter.

In the event we need additional information to make a determination, we will advise you of the specific information needed within ten (10) calendar days of your request. It is Le Havre's policy to seek only the information needed to determine if a reasonable accommodation should be granted under federal, state or local law. Le Havre will never require individuals to provide medical records or to provide details of a disability beyond that which is minimally sufficient to demonstrate the existence of a disability and the relationship between the disability and the requested accommodation.

If we deny the request, we will provide you with a dated letter stating all the reasons for our denial. If an individual with a disability believes a request for reasonable accommodation has been unreasonably delayed, denied unlawfully, or that he or she has otherwise been discriminated against on the basis of a disability, then he or she may file a complaint by writing or calling any of the following:

New York City Commission on Human Rights
22 Reade Street
New York, NY 10007
(718) 722-3131
NYC.gov/HumanRights

US Department of Housing and Urban Development Office of Fair Housing and Equal Opportunity
26 Federal Plaza Rm 3532
New York, NY 10278
(212) 542-7519
<http://hud.gov/complaints>

New York State Division of Human Rights
1 Fordham Plaza 4th Floor
Bronx, NY 10458
(718) 741-8400
<http://dhr.ny.gov/how-file-complain>

Service Animals and Emotional Support Animals

One type of reasonable accommodation is allowing a person with a disability to keep a service animal or an emotional support animal. A service animal is an animal that does work or performs tasks for an individual with a disability. For example, a dog that guides an individual with a visual impairment is a service animal. An emotional support animal is an animal that provides emotional support or other assistance that ameliorates the symptoms of a disability. Le Havre is committed to ensuring that individuals with disabilities may keep such animals to the extent required by federal, state and local law.

Except as provided under this Reasonable Accommodation Policy, Le Havre prohibits residents from having animals. For that reason, individuals with disabilities must request a reasonable accommodation to have a service animal or an emotional support animal live with them. Residents who have been allowed a reasonable accommodation to keep a service animal or an emotional support animal are not in violation of Le Havre's rules and regulations. Le Havre encourages, but does not require, residents to make an accommodation request before, or as soon as reasonably possible after, their service animal or emotional support animal moves into the residence. However, the fact that the animal is already living with the individual in the residence or the fact that the individual has been issued a violation for having an animal is not a factor that will be considered in reviewing a request for a reasonable accommodation. Le Havre does not place any breed or weight restrictions on the animal which it allows and does not require animals to wear any item that identifies the animal as an assistance animal. Le Havre does not require that assistance animals complete behavioral training. Le Havre does not require individuals to indemnify Le Havre or pay a fee to have an assistance animal.

If the service animal or emotional support animal is a dog or cat, once the animal has been selected, the individual must submit a photograph of the animal. If the animal is a dog, the individual must also submit information that the animal has been vaccinated as required by New York State law. For the purposes of this requirement, evidence that the dog has a current license will be sufficient evidence that the dog has been vaccinated.

In the event the service animal or emotional support animal passes away, and the individual who has received a reasonable accommodation to Le Havre's no pet policy obtains a new service animal or emotional support animal, the individual must provide a photograph of the new animal and proof of vaccination as required above.

Service Animals

A service animal is an animal that does work or performs tasks for an individual with a disability. For example, a dog that guides an individual with a visual impairment is a service animal. If a person's disability is apparent, or otherwise known to Le Havre, and if the work or task that the animal performs is apparent or otherwise known, for example, a dog that guides an individual with a visual impairment, Le Havre will not inquire about the individual's disability or the animal's training. Otherwise, Le Havre may require that the resident provide:

- a) A statement from a treating health professional ("Health Professional" means a person who provides medical care, therapy, or counseling to persons with disabilities, including, but not limited to, doctors; physicians assistants; psychiatrists; psychologists; or social workers) indicating the patient they have treated has a disability; and
- b) Information that an animal is able to do work or perform tasks that would ameliorate one or more symptoms or effects of the disability.

Le Havre will not require that the animal demonstrate its work or task or require that the animal be registered with, or certified by, any organization.

Emotional Support Animals

An emotional support animal is an animal that provides emotional support or other assistance that ameliorates the symptoms of a disability. When a resident requests a reasonable accommodation for an emotional support animal, Le Havre may require a statement from a health or social service professional indicating: (Original documentation showing credentials of medical provider must be presented.)

- a) That the applicant has a disability; and
- b) That the animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability.

Le Havre will not require information about the how emotional support animal assists with the "activities of daily living."

If an animal provides emotional support or other assistance that ameliorates one or more effects of a disability and does work or performs tasks for the benefit of a person with a disability, Le Havre may require compliance with either the service animal or emotional support animal requirements above, but not both.

Conduct of Approved Service and Emotional Support Animals

In most cases Le Havre requires that service and emotional support animals be leashed or harnessed in the elevator and common areas unless doing so would interfere with the animal's work, or the person's disability prevents use of these devices. Service and emotional support animals that cannot be leashed for the reasons must otherwise be under the control of their handler at all times.

If an assistance animal poses a direct threat to the health or safety of other individuals, or if the animal causes substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation, Le Havre maintains its right to pursue legal action to abate a nuisance or to enforce the terms and conditions of the lease.

Approved Tags

Upon approval of an individual's request, Le Havre will provide them with a tag for the animal ("Approved Tag") to indicate that the animal is permitted to be on Le Havre premises. Use of the tag is optional. The purpose of the Approved Tag is to notify Le Havre's staff that the animal has been approved as an accommodation. If an individual opts not to use the tag, Le Havre may stop them in order to verify that they are approved to have an animal. If the animal is wearing an Approved Tag, Le Havre will not stop the individual for the purpose of determining if the assistance animal is on the approved list.

In any event, Le Havre's right to confirm that an animal is an approved assistance animal will not be sued to harass or annoy any individual. Only employees that have the specific job duty of checking whether an animal is an approved animal will stop any individual for this purpose. Employees will not stop individuals who are with an animal that the employee recognizes as a service or emotional support animal.

Damage Caused by Service or Emotional Support Animals

Residents will be responsible for the cost of any damage caused by their service animal or emotional support animal in the same manner in which they would be responsible for any damage caused by themselves to their unit or the building.

Residents will not be charged any additional security deposit up front for their service animals or emotional support animal.

Form A: Application for Reasonable Accommodation

Please complete this form to request an accommodation. If you require assistance completing the form or wish to make the request orally, please contact the Management Office at 718-767-7400. Le Havre will keep a record of reasonable accommodation requests relating to requests for assistance animals. The reasonable accommodation policy is available on Le Havre's website and in writing at 168-68 9th Avenue, Whitestone, NY 11357.

Applicant Name (please print):

Address:

Telephone Number:

Shareholder or leaseholder name (if different from the person requesting a reasonable accommodation):

Your relationship to the shareholder or leaseholder:

1. Please describe the reasonable accommodation you are requesting:

2. Please explain why this reasonable accommodation is needed. You should explain the connection between the disability (physical or mental impairment) you live with and the accommodation you are requesting. Beyond that, you do not need to provide detailed information about the nature or severity of the disability:

3. If you are requesting permission to have a service or emotional support animal in your apartment, unless it is clear or obvious that the animal is a service animal, please answer the following questions. (Please note: if an assistance animal provides you service and emotional support you do not need to provide information about both categories.)

a) Type of animal (for example, dog or cat):

b) Is the animal required because of a disability? Yes ___ No ___

c) Does the animal for which you are making a reasonable accommodation request perform work or do tasks for you because of your disability? Yes ___ No ___

d) If the answer to 3(c) is YES:

(i) Please explain what work or tasks the animal does for you:

(ii) Please provide a statement from your duly licensed treating health or social service professional indicating:

- That they are treating you for a disability (i.e., you have a physical or mental impairment); and
- Explaining that an animal is able to do work or perform tasks to ameliorate symptoms or effects of the disability.

e) If the answer to 3(c) is NO: does the animal for which you are making a reasonable accommodation request provide emotional support or ameliorate (improve) one or more symptoms or effects of your disability? Yes ___ No ___

f) If the answer to 3(e) is yes, please submit a statement from a duly licensed, treating health or social service professional stating that:

- They are treating you for a disability (i.e., you have a physical or mental impairment); and
- The animal would provide emotional support or other assistance that would ameliorate (improve) one or more symptoms or effects of your disability and how the animal ameliorates (improves) the symptoms or effects.

Signature: _____

Date: _____

You will receive a response to your request in 10 calendar days. If your request is not granted, you will receive a written explanation and what additional information, if any, we need to make a decision about your request.

If an individual with a disability believes that they have been denied a reasonable accommodation or otherwise discriminated against on the basis of disability, they have the right to file a lawsuit in court or contact one of the following agencies (refer to pages 3-4) to file a complaint.

Form B: Service and Emotional Support Animal Request

Health Professional Form

Resident Name: _____

Address: _____

Telephone Number: _____

I, _____ (applicant name)

intend to request that Le Havre permit me to keep an assistance animal as a reasonable accommodation for my disability. In connection with that application, I am requesting that you complete this form regarding my disability.

Applicant Signature: _____ Date: _____

Name of Applicant: _____

Relationship to Tenant: _____

To Be Completed by Health Professional

("Health Professional" means a person duly licensed who provides medical care, therapy, or counseling to persons with disabilities, including but not limited to, doctors; physician assistants; psychiatrists; psychologists; or social workers.)

Name (please print): _____

Address: _____

Telephone Number: _____

I treated the applicant, _____, and state the following that:

A disability within the meaning of the New York City Human Rights Law is any physical, medical, or psychological impairment, or a history or record of such impairment. Does the individual identified above have a disability? Yes _____ No _____

If yes, please describe: _____

For animals that do not perform work or do task for the individual, would the animal provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability?

Yes _____ No _____

If yes, please describe:

If you would like to submit additional supporting materials (other than medical records), please provide them with this form.

Name: _____

Signature: _____

Title: _____

Date: _____

Animal Registration Form

This form must be completed before or as soon as reasonably possibly after an assistance animal moves into the residence.

Thank you for your cooperation!

Background

Tenant Name: _____

Address/Apt#: _____

Service/Emotional Support Animal Name: _____

Animal Type: _____

Vaccinations

***For dogs Only:** Attach documentation of vaccination to this form. Documentation can consist of proof of vaccination from the veterinarian or proof of current dog license.

Emergency Contacts

Emergency Contact # 1

Name: _____

Phone Number: _____

Address: _____

Emergency Contact # 2

Name: _____

Phone Number: _____

Address: _____

Tenant Acknowledgement of Rules and Request for Approval

Please initial and sign below where indicated after reviewing your lease and reading the Assistance Animal Policy and Guidelines included with this registration form.

_____(Initial) I have read the above Reasonable Accommodation Policy regarding Service and Emotional Support Animals and agree to follow it.

_____(Initial) I have provided a photograph of my animal to Resident Services.

I hereby request permission to have an assistance animal.

Tenant Signature: _____ Date: _____

Print Name: _____

Address/Apt#: _____

Management Signature of Approval: _____

Date: _____

Print Name: _____

Title: _____