

Lincoln Memorial University

Office of Residence Life

Emotional Support Animal Approval Form and Student Responsibility Acknowledgment

This document serves as an acknowledgement of my responsibility with my Emotional Support Animal for the 2026 – 2027 academic year in Lincoln Memorial University Housing. I must complete an ESA Housing Check-in, including verification at the end of this document to complete the process.

I must sign the acknowledgement form at the end of this document for the accommodation of an Emotional Support Animal (ESA) in University housing. I will be provided a copy of this document and copies will be on file with Residence Life. **Notification:** I agree that the Office of Housing and Residence Life may disclose information regarding the presence of the Emotional Support Animal (ESA) to those individuals who may be impacted, including, but not limited to, Residence Life staff, LMU Office of Safety & Security, LMU Maintenance and potential or actual roommates/neighbors. Such information will be limited and will not include specific disability-related information.

Current vaccination records: I understand any animal brought into the residence halls must be in good health. A veterinarian must inspect the animal before it is brought into the residence halls. All shots and vaccinations must be up to date. A new application must be approved annually by ESARC. An approval must be received annually and prior to me bringing the ESA into the residence hall.

Provision for Cats and Dogs: Cats and Dogs must be spayed or neutered at the appropriate age, typical one year of age.

Licensing: I must follow all local or hometown licensing laws and tag laws pertaining to your animal. The University has the right to require documentation of compliance with such laws and/or regulations.

Control, Clean up and Grooming Requirements: I am liable for all actions of your animal and you should be in total control. This includes having the animal restrained at all times.

It is my responsibility to IMMEDIATELY clean up any mess that my animal leaves in public places (**i.e. hallways, grassy areas**). Waste should be disposed of by securing it in a plastic bag and disposing it in an outside trash receptacle. It is my responsibility to remove cat or other small animal litter to the dumpster outside the residence hall. Litter should never be disposed of by using University bathroom facilities regardless of whether litter product is advertised as “flushable.”

Your animal will not be bathed or its cage/crate, or bedding cleaned using housing facilities (e.g. communal bathrooms, common areas).

Your animal must be contained within your privately assigned living accommodations (e.g., room, suite, apartment) except to the extent that you are taking the animal out for natural relief. Your animal must never be let outside of the residence hall room without being attended. Cats and dogs must be in carriers or on a leash at all times when outside the residence hall room.

Your ESA must be properly housed and restrained or otherwise under your control at all times. You shall not permit your animal to go loose or run at large. If your animal is found running at large, your animal will be subject to capture and confinement and immediate removal from University housing.

Your animal may not be in areas other than the residence hall room, including other dwellings.

Your animal must be properly cared for (i.e. exercised, let out for free time, nourished properly) and must not become a nuisance to those who live around the area. If complaints regarding your animal are received, they will be investigated by the Office of Residence Life and potentially brought to the Executive Director of Student Financial Services through the conduct process. If the investigation substantiates that your animal is not being properly cared for or is a nuisance to others, the Office of Residence Life will attempt to resolve the matter. If no reasonable resolution is available, you must remove the ESA within 72 hours of the removal notification.

Your animal may not be left overnight in University housing to be cared for by an individual other than you. If you are absent from their residence overnight or longer, your animal must accompany you or stay safely off campus with a caretaker. You are responsible for ensuring that your ESA is contained (caged or crated) as appropriate, when you are not present during the day while attending classes or other activities. Only one warning will be given for this violation. If you are found responsible for a second offense, you must remove your ESA within 72 hours and you cannot apply for an ESA until the following academic year. The University reserves the right to inspect the enclosure to be used in containing the animal. You will be required to identify two emergency contacts to care for the animal to the Office of Residence Life. One will be on-campus and one will be off-campus. If you fail to remove the animal when taking a vacation, while on extended leave, or participating in a University sponsored event the University reserves the right to remove and board the animal, at your expense, until you are able to return to the residence hall.

Notification of need or new animal: You must notify the Residence Life staff if your animal is no longer needed or is no longer in residence. If you want to replace an ESA, your new animal must be necessary because of your disability. You must go through the application process to request approval for a new emotional support animal.

Removal of an Animal: The University may require you to permanently remove the animal from housing if:

1. Your animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. Your animal's presence results in a fundamental alteration of any University program;
3. You do not comply with this Owner's Responsibility agreement document;
4. Your ESA is not properly housebroken or you do not pick up and properly dispose of waste;
5. Your ESA is not kennel trained;
6. Your animal or its presence creates an unmanageable disturbance or interference with the University community;

Owner's Initials _____

7. You are in violation of any of the guidelines set forth in the ESA policies; or
8. Your roommates no longer agree to have the animal in the assigned dwelling. Should this occur, you will be responsible for working with the housing office in an attempt to locate an alternate dwelling. Should no dwelling appropriate for your ESA, you will be responsible for removing the ESA until an appropriate housing assignment is found.

The University will base such determinations upon the consideration of the behavior of the your animal, and not on speculation or fear about the harm or damages your animal may cause. If you fail to remove your animal in a timely fashion, the University will contact the local animal control officer and your animal will be removed and taken to a non-kill shelter. Decisions about removing an animal from campus may be appealed to **Tammy Tomfohrde, Executive Director of Student Financial Services**, pursuant to the appeal process.

If your ESA approval is revoked, you must remove the ESA within 72 hours. If your ESA is removed from University housing for any reason, you are expected to fulfill your financial obligations for the remainder of the housing contract.

Emergency Evacuation: University personnel will not be required to provide care or food for your ESA including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel may not be held responsible for the care, damage to, or loss of your animal. You must provide the University with the name and contact information for someone who does not reside in University housing and who can take responsibility for your animal within six (6) hours for dogs or twelve (12) hours for other animals should you be unable or unavailable to care for it.

Liability: All liability for the actions of your animal (bites, scratches, running away, etc.) are your responsibility.

You will take all reasonable precautions to protect the property of the University and the residents.

Property Damage: You are solely responsible for any damage to University property caused by your animal. When you vacate the residence hall or remove your animal, the condition of the room/apartment shall be assessed for necessary cleaning. If there is damage that exceeds normal wear and tear, you will be charged. Your unit will be inspected for fleas, ticks, or other pests as necessary. If detected through inspection, the residence will be treated using approved fumigation methods by a University-approved pest control service. You will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University has the right to bill your student account for unmet obligations under this provision.

Acknowledgement and Release of Information Consent Form

Having read the guidelines, I acknowledge that I understand them, accept them, and agree to abide by them. I understand that if I fail to meet the requirements set forth in this policy, Lincoln Memorial University has the right to request an authorized removal of my Emotional Support Animal.

Owner's Initials _____

I furthermore provide my written consent that the LMU staff may disclose to others the presence of the ESA as part of the regular operations of the University.

I further recognize that my ESA may be noticed by others in the residence hall environment (visitors, other residents) and agree that staff may acknowledge the presence of the animal and explain that the animal is permitted in some circumstances for people with documented approval as an exemption to the no pet policy at Lincoln Memorial University.

Signature: _____ Date: _____

Student/Owner Printed Name _____ Apartment (Hall, Number) _____

Type of Animal and Name of Animal _____ Student Cell Phone _____

Alternate Caregiver Contact Information Verification (On-Campus)

Name: _____

Address: _____

Cell/ Home/Work Phones: _____

Email: _____

Emergency Contact Information Verification (Off-Campus)

Name: _____

Address: _____

Cell/ Home/Work Phones: _____

Email: _____

Questions or concerns related to these guidelines should be addressed to: Lincoln Memorial University Office of Residence Life.

**Emotional Support Animal authorization of approval, agreement and confirmation
of Housing Check in.**

Signature: _____

Date: _____

Student

Signature: _____

Date: _____

Executive Director of Student Financial Services

Owner's Initials _____