

To facilitate adding animals to your lease online, or submitting that you do not have an animal, we use OurPetPolicy. It allows you to add an application for your pet, service animal, or emotional support animal, as well as submit animal visitation requests. To add an application all you need is:



**A picture(s) of your animal**



**A picture/copy of current animal vaccination record**



**If an assistance animal, any supporting documentation**



## Easy step by step

01

Scan the QR code or click on the link provided by your property management company. This will take you automatically to ourpetpolicy.com



02

Begin the signup process by selecting "signup" either by email or by phone number.

- A random verification code will be sent to the contact info provided (email or text)



03

The verification email you receive will have a direct link back to the OurPetPolicy website



04

Enter in 6-digit alpha numeric code provided on the new tenant flyer

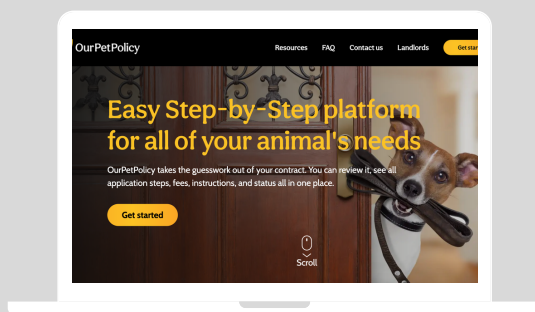


05

Once you have complete steps 1 through 5 you will be able to begin updating your animal profile



## How to Sign up for OurPetPolicy Video



**[WATCH HERE](#)**

### **\* Required of all Residents**

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- A picture(s) of your animal
- A picture/copy of current animal vaccination record
- If an assistance animal, any supporting documentation

This makes adding an animal to a lease easy and helps organize animal records for both residents and management for easy access. Before move-in, you will receive an invite with instructions to login and add your animal. If you have any questions about adding an animal to your lease, please reach out to OurPetPolicy at [support@ourpetpolicy.com](mailto:support@ourpetpolicy.com). They are more than happy to help.

**Please fill this out whether you have an animal or not**

**[Click here or scan below to submit animal status](#)**



**FV945B**

(6 digit code to be used at  
[app.ourpetpolicy.com](http://app.ourpetpolicy.com))