

5215 Old Orchard Road, Skokie, IL 60077

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. ***Special exceptions are accepted per your 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 and have approval from their employer 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. Submit immunization history with the attached application.
- 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 animal owner's employer to cover all costs related to correcting the issue. The vendor will be selected by Management and billed to the employee's company who leases space within the building.
- Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals.
- The owner is expected to relieve the animal only in the designated area indicated by the red rectangle on the site plan below. The owner is expected to clean and dispose of all animal waste only in designated waste bins provided at that location.

There is **NO RELIEVING OF ANIMALS** anywhere on the property other than the red outlined area below.

Employees found disregarding any of these requirements will be reported to their company and a fine may be imposed.



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SERVICE ANIMAL DOCUMENTATION

Animal Owner's Name: _____

Service Animal's Name: _____

Address: _____
(Street) (City) (State) (Zip)

Employer, Suite #: _____

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:

5215 Old Orchard Road, Skokie, IL 60077
EMPLOYER APPROVAL - SERVICE ANIMAL

Service Animal Use - Employer Approval

Name: _____

Position: _____

Phone: _____

Email: _____

Our company, _____, is aware of and approves the request from, _____, to utilize a service dog in the office for medical need per the ADA guidelines. In the event of damages, it is understood that charges to repair or clean the property will be billed to the company. If the service animal becomes disruptive, aggressive or displays improper behavior repeatedly, we will support the building owner's request to remove the service animal from the property until the owner can remediate the issue. By signing below, our company is agreeing to the terms above:

Signature: _____

Date: _____

Approval must be from designated tenant contact or company executive

For Office Use Only

Application Checklist:

- ☐ Completed Application - Date Received: _____
- ☐ Service Animal Immunization History
- ☐ Employer Approval
- ☐ Animal License - Copy

Service Animal Start Date: _____

Notes: _____

Office Approval:

Name: _____

Signature: _____