

Ygnacio Center Service Animal Policy

Violation of any of the guidelines below constitutes grounds for the permanent removal of the Service Dog from the premises:

1. Certified Service Animals are the only type of dog allowed in the building.
2. A service animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.
3. Animals that provide emotional support, well-being, comfort, or companionship are not considered service animals per Title II and Title III of the ADA and are **not** allowed in the building.
4. Employee must provide the animal's Certified Service Animal Certificate upon application.
5. Current vaccination records MUST be submitted.
6. Employee must provide a note from Doctor of Medicine (M.D.) stating that the employee has a condition that warrants a certified service animal (condition does not need to be named).
7. Property Management must interview the Certified Service Animal and Owner, with a Manager and HR Representative from the Tenant present.
8. Owner must provide a photo of the Certified Service Animal for Property Management to keep in their files.
9. Tenant Manager and HR Approver must sign this waiver acknowledging that they understand the YCSAP and accept responsibility for the Certified Service Animal. If you are a subtenant, Management and HR from the Primary Tenant must also sign this waiver.
10. Service Animal owner must certify that the animal has no history of attacking other Service Animals or humans.
11. Service Animal owners must also sign a one-time acknowledgement copy of these regulations.
12. Service Animal owners must ask their office mates in advance if a dog will disturb their workplace and the Tenant's HR must sign off that this has been done and there are no conflicts.
13. Service Animals with fleas and/or other infections will not be allowed access to the buildings. Any Pest Control required will be at the expense of the tenant.
14. Service Animal owners must report any incidents requiring additional cleaning to Property Management. Any additional cleaning required will be at the expense of the tenant.
15. Service Animal owners are responsible for any damage caused by their Service Animal (including but not limited to, the building, carpets, exterior grounds, workspace, and co-worker's workspace). Cost for cleanup will be billed to the Service Animal's owner.
16. Ygnacio Center is not responsible for the welfare of any Service Animal that is brought into the facility. The Service Animal's owner accepts full responsibility for the welfare of the Service Animal.
17. Signing this waiver acknowledges that the Service Animal Owner, and employing tenant, take full responsibility for their Service Animal related incidents and any others incidents that may arise.

18. It is expected that Certified Service Animal will remain in the owner's workspace. When Service Animals are outside the owner's workspace, they must be leashed at all times. They must also wear their Service Animal tag, collar, leash and vest at all times. Owner must have Service animal ID card at all times.
19. Certified Service Animal and their owners must use the freight elevator and avoid the building lobby at all times.
20. Service Animal odors and or poor Service Animal behavior (i.e. aggression, loud barking, jumping on building guests or employees) are grounds for the permanent removal of the Service Animal from the premises.
21. Service Animal owners will properly dispose of Service Animal waste promptly and place in **exterior public waste containers, not in building trash cans**. Failure to adhere to this regulation will result in additional fines from the landlord and permanent removal of Service Animal from the facility. Furthermore, if the Service Animal owner is observed by building management not cleaning up after the Service Animal, the Service Animal will be permanently banned from the building.
22. Ygnacio Center has a zero-tolerance policy for Service Animal incidents. Service Animal permissions will be revoked on the first offence.
23. Employees wishing to express concerns or report damage to the building/facilities should do so through their HR. HR must then report the complaint to building management.
24. By signing this waiver, the Service Animal Owner agrees to follow all rules and regulations mentioned above and accepts any consequences should these rules be broken.

Ygnacio Center may remove from, or prohibit admission to the premises, any Service Animal, if Ygnacio Center determines in its sole discretion that such a Service Animal is disruptive or is likely to be disruptive to the workplace or employees or in any way, interferes with or is likely to interfere with Ygnacio Center's business or operations or in any way, poses or is likely to pose a health, safety, or sanitation threat of any kind, causes or is likely to cause damage of any kind to the premises, or if the presence of such Service Animal on the premises violates or would violate any applicable law or regulation, (or for any other reason whatsoever, whether or not for specific cause). Subject to the foregoing, Ygnacio Center may from time to time promulgate such rules and regulations regarding Service Animals on the premises as Ygnacio Center may in its sole discretion deem appropriate or as required by our building leases.

Please complete this form with your Manager's approval and submit all required documents attached to a signed Ygnacio Center Service Animal Registration form to YgnacioCenter@hines.com.

- Vaccinations Attached
- Service Animal Certificate Provided
- Note from medical professional stating that the employee has a condition that warrants a certified service animal
- Photo of Service Animal provided

Has the Service Animal ever attacked another dog, animal, or human? Yes No

All coworkers are comfortable with the service animal in the workplace? Yes No

Service Animal is housebroken? Yes No

Service Animal Name

Service Animal Breed

Service Animal Color

Service Animal Owner's Name

Service Animal Owner's Emergency Phone

Service Animal Owner's Email Address

Service Animal Owner's Signature

Service Animal Owner's Office Suite Number

Tenant Name

Tenant Manager's Printed Name

Tenant Manager's Signature/Approval

Human Resources Printed Name

Human Resources Signature/Approval

If you are a subtenant, please have the primary tenant fill out the section below:

Primary Tenant Contact Name

Primary Tenant Contact Emergency Phone

Primary Tenant Contact Email Address

Primary Tenant Contact Signature/Approval

Property Management Approval