



### **Emotional Support Animal (ESA) Accommodation Request - Checklist**

This checklist below is provided to ensure that all necessary paperwork/documentation is submitted to the appropriate Redlands Disability Coordinator. Please note that the approval process can take up to 30 days after all documents have been received. Any person who brings an animal on campus *before* receiving the proper approval will be in violation of Policy 524 Emotional Support Animal. Should this violation occur, the individual will be required to immediately remove the animal *and* be subjected to disciplinary actions. Incomplete paperwork will not be considered.

#### **CHECKLIST: (Initial beside each item once completed)**

- \_\_\_\_ Read and understand the Policy and Related Procedure 524 Emotional Support Animal
- \_\_\_\_ ESA Request for Accommodation including Disability Questions
- \_\_\_\_ ESA Provider Request for Health Information Form
- \_\_\_\_ ESA Agreement and Release of Information Consent Form
- \_\_\_\_ ESA Animal Registration Form
- \_\_\_\_ Pictures of the animal, kennel/crate/cage, and other supplies needed (litter box with mat, etc.)
- \_\_\_\_ ESA Roommate and/or Co-Workers Acknowledgement – Need a signed form from each roommate/co-worker.

Once the above items have been completed and submitted, the Disability Coordinator will review all documentation. This process could take up to 30 days due to the results being fact-intensive and case-specific. During this time, the Disability Coordinator may want to schedule an Intake Appointment with you prior to making a final decision. After a decision has been made, you will receive word in writing by email on whether you have been approved to have an Emotional Support Animal on campus.