

Appendix A: Sample Letter from a Clinician

Name of Professional
(therapist, physician, psychiatrist, rehabilitation counselor)
XXX Road
City, State Zip

VIA REGULAR AND CERTIFIED MAIL
RETURN RECEIPT REQUESTED

[date]

Landlord Name
Landlord Street Address
Landlord City, State ZIP

Dear [Landlord]:

I am writing on behalf of [Full Name of Tenant] to request that he/she be granted permission to have an emotional support animal. [Name] is my patient, and has been under my care since [date]. I am familiar with his/her history and with the functional limitations imposed by his/her disability.

Due to mental illness, [name] is substantially limited in [social interaction/coping with stress/anxiety, etc.]. In order to help alleviate these difficulties, and to enhance his/her ability to live independently and to fully use and enjoy the dwelling unit you own and/or administer, I am prescribing an emotional support animal that will assist [name] in coping with his/her disability.

Upon request, I would be happy to answer other questions you may have concerning my recommendation that [name] have an emotional support animal. Should you have additional questions, please do not hesitate to contact me.

Sincerely,

Name of Professional
title, licenses

Appendix B: Sample Letter from a Tenant

(to be sent with letter from Clinician)

Your name
XXX Road
City, State Zip

VIA REGULAR AND CERTIFIED MAIL
RETURN RECEIPT REQUESTED

[date]

Landlord name
Landlord Street Address
Landlord City, State ZIP

Dear [Housing Authority/Landlord]:

Pursuant to the federal Fair Housing Act, I am writing to request permission to keep a pet as an emotional support animal. I am a person with a disability and am requesting a reasonable accommodation to [the building's/my lease's] rule against having a pet.

I am enclosing a letter from my [psychiatrist/therapist/physician] explaining my disability and why I need to have an emotional support animal.

I would like to get a [dog/cat/bird/turtle]. [Explain why the pet will not bother other tenants or damage the property. For example, it won't leave the apartment, it's a quiet type of pet, you'll make sure the dog is trained, the dog will be under a certain weight, etc.]

If you have any questions or need additional documentation, please call me at xxx-xxx-xxxx.

Sincerely,

Your name
Enclosure