



## Tips to Gain Landlord Approval

When your company has decided to allow pets into the workplace, you must obtain permission from the building manager/landlord. Receiving the "OK" to bring pets may be very easy or fairly difficult, depending on your individual situation. For better chances of getting a "yes" from the manager, it is important to prepare certain materials well in advance so that he/she knows you are responsible and have done your due diligence.

1. Write a formal letter. In your letter, you will be making an offer to the landlord and it must be crafted in a way that makes it easy for him/her to say yes. Begin by formally stating that you would like to allow pets into the workplace, and specify which types of animals would be allowed.
2. Promise to clean up all messes inside and around the property that are caused by pets. Some property managers may have concerns about dog feces, especially if there are neighboring companies/businesses. If you provide a plan of action to ensure the property stays clean, such as showing proof that a "pooper scooper" has been hired or scheduling a calendar of clean-up dates, your property manager may feel more at ease.
3. Promise to pay for or repair all damages caused by pets. One of the biggest fears a property manager will have is a pet destroying the building either by soiling carpets, chewing walls, doors, and furniture, or being overly rowdy. In your letter, be sure to include a written vow to repair or pay for any possible damages.
4. Prove that you will take legal responsibility. Obtain insurance if necessary.
5. Provide a copy of your finalized office pet policy to show that you have created rules and boundaries for office pet privileges.
6. Provide a list of references.
7. Offer to pay a pet deposit.
8. Propose a "trial period". This will allow the manager to get an idea of what office life with pets would be like without having to fully commit.
9. Allow the landlord to meet some of the well-behaved pets who will be coming into the office. Once he/she sees first-hand that the pets are not a threat to the property, he/she may become more at ease with the idea of allowing them on a regular basis.
10. Be understanding and patient! Only with consistent, calm conversations can a good relationship evolve.

