



55 Second Street Dog Policy

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

1. Current vaccination records **MUST** be submitted.
2. Employee must provide the animal's Service Animal, Emotional Support Animal, or Therapy Animal Certificate.
3. Employee must provide a note from Doctor of Medicine (M.D.) stating that the employee has a condition that warrants a service animal (condition does not need to be named).
4. Property Management must interview the Dog and Owner, with a Manager and HR Representative from the Tenant present.
5. Owner must provide a photo of the Dog for Property Management to keep in their files.
6. Tenant Manager and HR Approval must sign this waiver acknowledging that they understand the 55 Second Street Dog Policy and accept responsibility for the Dog. If you are a subtenant, Management and HR from the Primary Tenant must also sign this waiver.
7. Dog owner must certify that the animal has no history of attacking other dogs or humans.
8. Dog owners must also sign a one-time acknowledgement copy of these regulations.
9. Dog 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.
10. Dogs that have not been completely housebroken will not be allowed in the workspace.
11. Dogs 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.
12. Dog owner must report any incidents requiring additional cleaning to Property Management. Any additional cleaning required will be at the expense of the tenant.
13. Dog owners are responsible for any damage caused by their dog (including but not limited to, the building, carpets, exterior grounds, workspace, and co-workers workspace). Cost for cleanup will be billed to the dog owner.
14. 55 Second Street is not responsible for the welfare of any dog that is brought into the facility. The dog owner accepts full responsibility for the welfare of the dog.
15. Signing this waiver acknowledges that the Dog Owner, and employing tenant, take full responsibility for their Dog related incidents and any others incidents that may arise.
16. It is expected that dogs will remain in the owner's workspace. When dogs 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.
17. Dogs and their owners must use the freight elevator and avoid the building lobby at all times.
18. Dog odors and or poor dog behavior (i.e. aggression, loud barking, jumping on building guests or employees) are grounds for the permanent removal of the dog from the premises.

19. Dog owners will properly dispose of dog 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 dogs from the facility. Furthermore, if the dog owner is observed by building management not cleaning up after the dog, the dog will be permanently banned from the building.
20. 55 Second has a zero tolerance policy for Dog incidents. Dog permissions will be revoked on the first offence.
21. 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.
22. It should be recognized that the ability to bring one's dog into the workspace is a privilege and not a right. Employees acknowledge that not all buildings allow dogs and we want to work together to continue to allow this privilege at 55 Second Street.
23. By signing this waiver Dog Owner agrees to follow all rules and regulations mentioned above and accepts any consequences should these rules be broken.

55 Second Street may remove from, or prohibit admission to the premises, any dog, if 55 Second Street determines in its sole discretion that such a dog 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 55 Second'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 dog 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, 55 Second Street may from time to time promulgate such rules and regulations regarding dogs on the premises as 55 Second Street 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 55 Second Street Dog Registration form to 55Second.Admin@hines.com.

- Vaccinations Attached
- Service Animal, Emotional Support Animal, or Therapy Animal Certificate Provided
- Note from medical professional stating that the employee has a condition that warrants a service animal
- Photo of Dog provided

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

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

Dog is housebroken? Yes No

Dog's Name	Dog's Breed	Dog's Color
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Dog Owner's Name	Dog Owner's Emergency Phone
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Dog Owner's Email Address	Dog Owner's Signature
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Dog Owner's Office Suite Number	Tenant Name
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Tenant Manager's Printed Name	Tenant Manager's Signature/Approval
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Human Resources Printed Name	Human Resources Signature/Approval
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If you are a subtenant, please have the primary tenant fill out the section below:

Primary Tenant Contact Name	Primary Tenant Contact Emergency Phone
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Primary Tenant Contact Email Address	Primary Tenant Contact Signature/Approval
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Property Management Approval