

Pet Registration Procedure

Dear [Resident's Name],

Welcome to [Apartment Complex Name]! We are pleased to inform you about our pet registration procedure. To ensure a comfortable living environment for all residents, please follow the guidelines below to register your pet.

Steps for Pet Registration:

1. Complete the **Pet Registration Form**.
2. Provide a copy of your pet's vaccination records.
3. Submit a recent photograph of your pet.
4. Pay the non-refundable pet registration fee of [amount].

Once you have gathered all necessary documents, please submit them to the Management Office by [Deadline Date]. You can also email the documents to [Management Email].

Important Guidelines:

- Only pets that are pre-approved by management are allowed on the premises.
- Limit of [number] pets per apartment.
- All pets must remain on a leash or in a carrier when in common areas.

If you have any questions or need further assistance, please feel free to contact the Management Office at [Management Phone Number].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Apartment Complex Name]