



## THE CLUBHOUSE at Riverside Village

We encourage healthy and responsible pet interactions for all residents, and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application service that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels, and more.

### PRICING

- \$20 for an individual Pet Profile
- \$15 for each additional Pet Profile
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

### HOW TO MAKE A PROFILE

*Note:* Applicants without pets must complete the online affidavit, while Pet/Animal Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. **Applicants:** Start your rental application. Open email from PetScreening and click the 'Complete Your Profile' button.  
-OR-  
**Current Residents:** visit <https://theclubhouse.petscreening.com/>
2. Create a password to sign into your PetScreening account and edit your profile.
3. **Pet/Animal Profile:** Click on each section within the pet profile to enter details, upload photos and attach documents.  
**No Pet/Animal Profile:** Complete the affidavit questionnaire.
4. **Pet Profile:** Click 'Proceed to Payment' at the top of the profile, enter payment details and submit.  
**Animal Profile:** Click 'Submit for Review' at the top of the profile.  
**No Pet/Animal Profile:** Click 'Finish' at the top of the profile.
5. Your active profile will be shared automatically with your housing provider.