

# ORCA TALES



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### Women Indicted In Theft

Lebanon—A Monroe women with two prior theft convictions has been indicted on charges that she stole \$95,600 from Warren County Foundation. The nonprofit organization says it has taken steps to avoid being victimized again. In a indictment released Monday, a Warren County grand jury accuses Marcia J. Snively, 41, a former executive assistant at the foundation, of 14 counts of forgery and two counts of felony theft.

Prosecutor Rachel Hutzel said Snively took nine checks from individual donors to the foundation and deposited them into her account, and wrote 20 more checks to herself from the foundation's account. The thefts began in September 2002, nine months after Snively began working for the foundation. They fired her this past July, Hutzel said.

Hutzel said she thinks Snively might have been using the money to make restitution payments for her previous offenses: thefts of \$34,000 from estates while she worked for a law firm, and \$16,532 from Lakota Freshman School. Efforts to obtain comments from her attorney, Cynthia Brandenburg, were unsuccessful. A court date for Snively has not been set.

**Snively served two years in prison for the previous thefts; the foundation didn't know because it did not check Snively's background before hiring her. Businesses and groups should do background checks on any job candidate who is going to be handling money, and employ other safeguards, Hutzel said.**

"Every one of these (embezzlement) cases that we've had this year involved one person who was responsible for handling accounts payable as well as accounts receivable; there weren't enough checks and balances in place," she said.

Henry Brockman, the foundation's vice president and chief administrative officer, said his group has sufficient insurance to cover losses.

**To prevent a recurrence, the foundation will perform pre-employment background checks and is taking other preventive measures, he said.**

Information Obtained from [www.enquirer.com](http://www.enquirer.com)



### Key Ways To Maintaining Your Property Value

"Get and retain good tenants," says Hamner. "Vacancies do not create value." He recommends the following:

- 1) Give timely responses to tenant calls.
- 2) Fix problems promptly
- 3) Upgrade appliances and carpet during vacancies, be proactive in your repairs.
- 4) Take care of fixing little stuff.
- 5) Keep clean, maintained grounds.
- 6) Help keep the neighbors looking good, even if you have to volunteer to mow their lawns.
- 7) Give tenants rewards, like a dinner certificate for paying on time for so many months.
- 8) Get to know their names. If you know your tenants names, the tenants are less likely to abuse a rental when they know you.
- 9) Value your good tenants and please them. Each move creates more wear and tear on a unit.
- 10) Price competitively. Tenants know the difference.

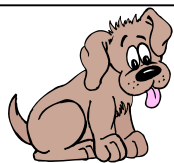
Information Obtained from Northwest Rental Owners Association, On-site Newsletter.

## ORCA WISDOM



*The intuitive mind is a sacred gift and the rational mind is a faithful servant. We have created a society that honors the servant and has forgotten the gift.*

*Albert Einstein*



# 13 Steps to Developing an Effective Pets-Welcome Policy



**1. Limit the number of animals per dwelling.** Any person, regardless of the size of his or her home, can maintain only a few pets responsibly. Because pets often are happier living in pairs, do not summarily restrict residents to only one pet per household. Establish reasonable limits based on the activity level of the pet and the care and exercise provided by the owner.

**2. Allow only traditional pets in your rental home or housing community.** Limit residents to having cats, dogs, rabbits, guinea pigs, hamsters, gerbils, ferrets, mice, rats, small caged birds, and fish. Exotic or wild animals such as iguanas and hedgehogs don't belong in homes because they often cannot be kept responsibly.

**3. Require that resident dogs, cats, rabbits, and ferrets be sterilized before they reach six months of age.** Sterilized animals are much less likely to bite or spray urine. And they won't go through noisy heat cycles. Of course, sterilizing pets also helps reduce pet overpopulation, and prevents pets from breeding in your house, apartment building, or condominium. Require written proof of sterilization from a veterinarian, and keep it on file. (Most veterinarians routinely fulfill such requests for their clients.) Make exceptions for pets if they are certified by a veterinarian to be too old or sick to undergo spay or neuter surgeries.

**4. Require that cats and dogs be licensed and up-to-date on rabies and other vaccinations.** Dogs and cats should be licensed with the local animal control agency and vaccinated against rabies as required by state or local law. Require written proof of licensure and vaccination status, and keep it on file. (Most veterinarians routinely fulfill such requests for their clients.)

**5. Require that pets be kept under control at all times.** Cats should be kept indoors or on a harness under direct human supervision while outdoors. Dogs should be on a leash and under human control while outdoors. If you lease a house or townhouse with a fenced-in yard, require that dogs not be left alone in the yard when the resident isn't home, and be sure to expressly prohibit chaining or otherwise tethering animals.

**6. Require that cats and dogs wear collars with up-to-date identification at all times.** In the event a resident's pet escapes and becomes lost, this will make it easier to return the animal to his or her owner.

**7. Require that residents with pets follow a written set of rules related to the responsible keeping of pets in your rental home or community.** These guidelines should include proper disposal of pets' waste, and, for larger housing communities, use

of designated "pet-only" washers and dryers.

**8. Do not require that cats be declawed or dogs be debarked.** Responsible pet caregivers solve issues such as destructive scratching and barking through humane behavior modification.

**9. Evaluate prospective residents and their pets on an individual basis.** Breed and size do not indicate a pet's temperament or suitability as a member of your housing community or as a resident in your rental home. For example, weight limits for dogs are usually only useful for units on upper floors of apartment buildings that lack carpeting or other means of effective soundproofing. This is because responsibly kept larger dogs will generally cause fewer problems for rental managers and for neighbors than irresponsibly kept smaller dogs. So be sure to evaluate each animal on his or her own merits. When possible, check with previous landlords or apartment managers to find out whether the applicants or their pets caused any problems. Interview prospective residents to determine their commitment to providing responsible pet care.

**10. Require that prospective residents fill out a pet application form.** If you decide to welcome pet caregivers into your rental home or housing community, require that they fill out a pet application form and supply you with a photo of their pet(s).

**11. Require that approved pet owners sign a pet addendum to your regular rental agreement.** This addendum should state that the resident understands all stated pet-keeping policies, such as those mentioned in Step 7. It should also outline the steps that will be taken in the event a pet-related dispute occurs—such as requiring the use of a local mediator.

**12. Require a reasonable supplemental security deposit.** If allowed by state and local law, require pet caregivers to remit an additional refundable security deposit specifically to cover any damage caused by pets. This additional deposit serves as further incentive to keep animals responsibly.

**13. Require that current residents who do not currently have pets inform you if they intend to acquire a pet.** State in the lease that residents must get your approval to bring a pet into your housing community before they adopt a pet.

**Information obtained from the Humane Society of the United States. [Http://www.hsus.org](http://www.hsus.org)**