

## Adoption Policies

### *Adoptions*

Adoption fees are set by the Board of Trustees, provided that it not be set at an amount in excess of the fees currently being charged by the majority of other animal shelters in Cuyahoga County, Ohio. The adoption fee is paid to PAS. Reduced adoption fees or special pricing must be approved by the Board of Trustees.

The following policies apply:

1. PAS reserves the right to refuse the adoption of an animal to anyone deemed unsuitable. Adoption applications are being pre-approved. Adoption counselors will do the meet and greet and adoption.
2. Only the PAS animals are to be adopted.
3. Animals are to be placed with adults of legal age.
4. Animals will be kept as indoor pets only.
5. No animal is released as a gift.
6. If a member would like to adopt an animal, they are entitled to one free animal at no fee during their period of volunteering at PAS, if they have been a Member for at least six (6) months. Otherwise, normal fees will be charged.
7. All adoptions will be performed by an Adoption Counselor. Adopters are prescreened prior to being given an appointment to meet an animal to adopt.
8. If an owner is unable to keep an adopted PAS animal, the animal is eligible to be returned if it meets the following criteria:
  - The animal must be healthy (unless there was a known problem when adopted)
  - Animal will be subjected to, and must pass, a behavioral review by Health & Welfare
  - There is a cage available
  - All records are up to date & brought with the animal
  - A non-taxable amount to be determined on a case by case basis

If an animal meets all criteria, you must still seek approval from the Health & Welfare Chairperson(s) for re-entry into the Shelter. Upon approval, the animal will become the immediate property of PAS.

**There will be no refunds or trading of animals. All intakes are at the discretion of Health & Welfare.**

9. If an owner wants to surrender their pet not adopted from the PAS, the animal must meet the following criteria:
  - The animal must be healthy
  - Animal will be subjected to, and must pass, a behavioral review by Health & Welfare
  - All records are up to date & brought with the animal
  - A non-taxable surrender fee of \$50, or \$100 with no records is recommended.
  - There must be at least 2 cages for cats and 2 kennels for dogs available for the ACO.

If a phone call is taken or a patron comes into the shelter and the Health & Welfare chairman is unavailable, the person talking with the patron shall take the person's name and number and information

about the animal and place it in the appropriate H & W chairman mailbox. **All intakes are at the discretion of Health & Welfare.** There is a special form for cat inquiries.

10. All volunteers may take applications for animals available for adoption. All completed Adoption Application Forms (paper or electronic) must be approved by an Adoption Counselor who will contact the applicant to set up an appointment.