

# **PAS Cat Adoption Application Mastersheet**

## **Emails:**

[catadoptions@parmashelter.org](mailto:catadoptions@parmashelter.org) - Pyrant@l@1  
[parmashelterac@gmail.com](mailto:parmashelterac@gmail.com) - 6260Parma

## **Jotform:**

[info@parmashelter.org](mailto:info@parmashelter.org) - 6260St@te  
<https://www.jotform.com/inbox/223634976258165/5991398110372841738>

## **Do Not Adopt List: (Add to as needed)**

[https://docs.google.com/spreadsheets/d/1XGSAGiblgdz6LSYvDm4cSsZwUFIWWQyjnUmHsF2QY\\_s/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1XGSAGiblgdz6LSYvDm4cSsZwUFIWWQyjnUmHsF2QY_s/edit?usp=sharing)

## **Current rules for holds:**

- If the applicant does not have an approved application, we cannot put a hold on the cat for them. This has resulted in lots of complications and frustration from applicants and volunteers in the past.
- No holds on kittens, no exceptions
- I was unable to be "on call" for approving applications due to my schedule, however, if you would like to let ACs know they can contact you to expedite an application, that is up to you.

## **How to approve an application:**

1. Send applicant an approval email by copy & pasting the "Current Approval Format" to the email in their application
2. Send the application to [parmashelterac@gmail.com](mailto:parmashelterac@gmail.com) and make the subject of the email the applicant's name.  
There are two methods you can use
  - On phone app: Press the three dotted menu, click the copy button, and paste it in an email from [catadoptions@parmashelter.org](mailto:catadoptions@parmashelter.org)
  - On desktop: Press the three dotted menu on jotform in the top right corner, click forward, and then type in the email address & subject line.
3. If necessary, make notes on the application. This can include the maximum pet limit of the rented facility or any other info that would be useful to ACs

## **Utilize the pre-made formats (It saves so much time!)**

- In the "formats" folder there are emails that you can copy & paste for the approval email, common denial reasons, and questions on how to adopt from us
- For an uncommon denial reason, use the "Denial Format: Other Concerns" format

## **Reasons for Denial:**

1. **"Indoor Only" must be selected**
  - This is the rule we are strictest on.
  - You will have people re-submit applications switching this answer- they should still be denied.
  - Any indication that the applicant intends to keep the cat outdoors at all is automatically a denial.
  - The only time we may approve an application with "outdoor only" or "indoor/outdoor" selected is if the applicant mistakenly selected those and is trustworthy.
2. **Other cats or dogs in the home must be spay/neutered**

- Only exceptions we make are if the pet medically cannot be spay/neutered or if it is a puppy that is not 6 months old yet and the applicant specifies they are planning to have it spay/neutered
- Occasionally applicants will put "N/A" to this question even if they own cats/dogs. They need to be asked for clarification. There is a format for this.

### **3. Must have a vet listed if they own other animals**

- First exception is if they have *just* adopted the other animal and specify they were up to date on vet care when adopted
- Second exception is if they have just moved to the area and are looking for a vet or their current vet just closed within the last 6 months.

### **4. Cannot have a combined total of more than 5 cats/dogs**

- This rule may have exceptions.
- Some individuals are capable of giving excellent care to this many animals, but not always. If the applicant is clearly an excellent owner, we will make exceptions.

### **5. Out of the state of Ohio**

- This is an automatic denial unless they specifically want a cat that has been at PAS for a long time and has nobody else interested
- This rule is mainly in place to avoid getting applications from all over the east coast for cats that are "popular" like ragdoll, siamese, calico, long hair, etc.

### **6. Re-homing previous pets and reasons for giving up/re-homing a pet**

- Use your best judgment for these, as some reasoning can be gray areas
- Ask applicant for more info in an email if needed
- Common acceptable reasons for re-homing include, but are not limited to: being aggressive with other pets or humans, sudden unexpected financial hardship (if they are now stable), tragedy in the family, allergies (if the allergic individual no longer lives with applicant)
- Common concerning reasons for re-homing include, but are not limited to: Moving houses, not having enough time for the pet.

### **7. If home is owned - needs confirmation with public records**

- Utilize public records to confirm if the home is owned by the applicant, a relative, or a friend.
- If it is not owned by any of the above or is owned by an LLC, the applicant needs to provide clarification or proof of ownership before we can approve the application. There is a format for this.

### **8. If home is rented - needs pet policy confirmation**

- Must provide landlord contact information
- Must adhere to pet policy of their landlord/apartment complex
- There is a format for texting or emailing a landlord about their pet policy, if you prefer not to call them.
- Many times, apartment complexes have the pet policy listed on their website, if not, they need to be called and asked.
- If the landlord does not respond, send the applicant an email asking for a different contact method or a copy of their lease. There is a format for this

## **Property Search Websites:**

### **Cuyahoga County:**

<https://myplace.cuyahogacounty.gov/>

**Lorain County:** (this one sometimes takes a while for addresses to load, try backspacing in the search bar if it doesn't load)

<https://www.loraincountyauditor.com/gis/>

### **Lake County:**

<https://auditor.lakecountyohio.gov/search/commonsearch.aspx?mode=realprop>

### **Medina County:**

<https://www.medinacountyauditor.org/property-search.htm>

### **Summit County:**

<https://propertyaccess.summitoh.net/search/commonsearch.aspx?mode=realprop>

## **Physical Applications:**

- If an applicant has no email, they will need to fill out a physical paper application at the shelter and the front desk needs to fax it to [catadoptions@pamashelter.org](mailto:catadoptions@pamashelter.org)
- To sent these applications to the AC email, they need to be downloaded as a pdf and then attached to an email with the applicants name in the subject
- Physical applications are much more difficult to process, worse for record keeping, and have a lot of room for error (such as incomplete answers, skipping questions, illegibility, etc.), so they should be used sparingly
- Applicants without an email will need to be called and have the adoption approval email read to them, so they have all the important information

## **Miscellaneous Tips:**

- When an application has been fully processed, I recommend starring it on jotform. It's an easy way to keep track of what is and isn't done!
- When there is an application for a kitten still in foster, I recommend contacting H&W to let them know that this specific kitten has an adopter already. Some foster parents find adopters for their kittens before they become available to the public
- If you believe that an applicant would not be a good fit for the cat they are interested in, I recommend putting a note for the AC when sending the application to [pamashelterac@gmail.com](mailto:pamashelterac@gmail.com).