

WESTIE RESCUE MICHIGAN, INC.

SECTION 1 - INTAKE

FOSTER HOME: File paperwork behind this tab as indicated. This book stays with the dog at all times. The dog cannot be relocated without this book, even on a temporary basis.

Ck Surr. Type	Date Orig to Coor.	Date Copy Filed In Binder	
<input type="checkbox"/>	_____	_____	<p>OWNER SURRENDER (Check if this is an owner surrender)</p> <p>Signed Surrender Contract and Signed Limitations Statement</p> <p>(BOTH must be signed by ALL LEGAL OWNERS)</p>
<input type="checkbox"/>	_____	_____	<p>SHELTER DOG (Check if this is a shelter dog surrender)</p> <p>All paperwork that came with the dog. If none is offered, ask them to sign off on simple form, attached.</p> <p>This may include: Receipts for any fees; Record of Medical Care provided; Statement of reason for the dog being in the shelter or other items. See next page for a form to try to get signed if they offer no paperwork.</p>
<input type="checkbox"/>	_____	_____	<p>STRAY DOG (Check if this is a stray surrender)</p> <p>Signed finder's statement of circumstances, including location of the find</p> <p>Copy of Notices they posted and locations where posted</p> <p>Copy of newspaper ad they have ran including when and where</p> <p>(Consider the dog an "owned dog" if the finder kept the dog for a week or longer. In that case, revert to Owner Surrender procedure above.)</p>

Always try to get the finder of a stray to take the dog to the nearest Humane Society (not Animal Control) for the hold period. If they will not do that and we must take the dog in, we must legally post notices in the area the dog was found and run an ad so location is important.

SEND THE ORIGINAL SURRENDER PAPERWORK TO THE DOG PAPERWORK COORDINATOR AS SOON AS YOU GET IT. You can keep a copy for your own information in the binder. This will **not** go to the new owner.