

## Adopter Checklist

- Folder                      This will be supplied to you. Be sure to add to it:
- \_\_\_ Medical                      Your foster binder should contain all of the dog's medical records. Block out any info that identifies original owner and make copies to include in this folder.  
    \_\_\_ original owner records  
    \_\_\_ bills  
    \_\_\_ blood panel  
    \_\_\_ spay/neuter certificate, if applicable  
    \_\_\_ any test results  
    \_\_\_ Health certificate (list of vacs and dates given or due)
- \_\_\_ Heartworm                      Include at least one heartworm pill with date to give  
\_\_\_ Microchip                      Be sure it is given to coord. to register to adopter  
\_\_\_ Diary                              Begin from day 1 to keep diary of dog's progress and experiences. Give total diary to adopter.
- \_\_\_ Photo Album                      Take regular photos and prepare album for adopter  
    This can be on paper, on line or on thumb drive
- \_\_\_ Contract                      Fill it out and make a 2<sup>nd</sup> copy. Have adopter sign both and keep One.  
    \_\_\_ Go over each paragraph with adopter  
    \_\_\_ Obtain signatures and initials in indicated areas  
    \_\_\_ Date on first and last pages  
    \_\_\_ Signature: Recommend couples both sign; otherwise the dog belongs only to the one who signs and does not go to spouse in case of death.
- \_\_\_ Will                              The folder contains a form they can attach to their will so that executor will know to return dog to Rescue
- \_\_\_ Bus. Cards                      Attached business cards to folder, e.g., Rescue, Vet, groomer Behaviorist (D Duncan)
- \_\_\_ Medical Info                      Inside of folder cover is a good place to document medical instructions such as when to give heartworm pill, boosters due, etc.
- \_\_\_ Food                              Provide feeding instructions
- \_\_\_ House Training                      Include the provided housetraining instruction sheet
- \_\_\_ Facebook                      Give them Facebook info and encourage them to "like" and "follow"
- \_\_\_ Follow up                      Let them know you will be following up with them; encourage them to call if they have issues; if they don't call, we can't help. Remind them we have a behaviorist who will help.

### DO NOT GIVE:

- Any information that will lead them back to the adopter.
- Any registration papers
- Anything that came with the dog and looks dangerous

Send to Jackie	Information to make up tags for the adopters Dog's name (ask if they are going to change it) Dog's age and birthdate if known Adopter's names, address, phone, email Date of adoption Microchip # Name of Rescue person signing contract
Send to Coord ASAP	Signed Contract Completed foster guide (You keep last section with follow up Instructions)