

CHICAGO PET RESCUE

ANIMAL SURRENDER POLICY

NOTE: The following animal surrender policy does NOT apply to animals previously adopted from the Chicago Pet Rescue.

Dear Surrender Requestor,

Chicago Pet Rescue appreciates your concern for the future welfare of your animal. We also express our regret for any sorrow and anguish you may be feeling during this difficult time. And, while we take pride in your considering our rescue in which to surrender your animal, because we are a “no-kill” rescue, we must adhere to certain rules and procedures in order to prevent overcrowding and other situations which may pose a threat to our staff and animal residents.

Because of the frustration and stress that an animal surrender can generate for both the party surrendering the animal and the rescue staff, Chicago Pet Rescue does NOT permit any one person to make an acceptance decision. THREE people serving on the Board of Directors after reviewing the merits of the case always make such a decision.

A party wishing to surrender their animal should allow from 10 days to two weeks before hearing the outcome of their application for surrender. Should the party need to know sooner than this time frame, a request for URGENT should be posted to the subject line to the email to CPR. An urgent request will be reviewed within 24 hours after being received by the Rescue. But it is not given the same lengthy consideration and only an email response is made to the surrenderer. This response will be given within 48 hours after receipt of the urgent surrender application. For applications not marked URGENT, should the application for surrender be denied, the applicant will be notified in writing as to the reason(s) why, along with suggestions for other options/rescues to pursue. All information concerning the animal to be surrendered, however, will be kept in the Rescue’s adoption file for a period of 60 days allowing staff to try to find a potential match for the animal.

It must be noted, however, that even if a request for surrender is accepted, urgent or otherwise, should there be no immediate space available in the rescue to accommodate the accepted animal, that animal will be placed on a waiting list. The party requesting surrender will be notified of the fact and would be contacted as soon as space became available; with those requesting an URGENT response given first priority.

Chicago Pet Rescue is always saddened and concerned about the welfare and fate of an animal that for one reason or another is requested for surrender. The Rescue receives numerous requests for animal surrender and because of space is simply unable to accommodate all these requests. The rescue must remind those wishing to surrender an animal that **THE FINAL AND ULTIMATE LEGAL AND MORAL RESPONSIBILITY FOR THE FATE OF THAT ANIMAL RESTS NOT WITH THE RESCUE (AS MANY WOULD LIKE TO BELIEVE AND PLACE BLAME UPON), BUT WITH THE ONE ORIGINALLY ENTRUSTED BY GOD TO CARE HIS CREATURE.**

CHICAGO PET RESCUE

APPLICATION TO SURRENDER AN ANIMAL

(Please Print)

1) Type of animal wishing to surrender and number:

- a) Puppy _____ Number _____
- b) Adult Dog _____ Number _____
- c) Kitten _____ Number _____
- d) Adult Cat _____ Number _____

2) Name(s) of animal(s) if known: _____

3) Age(s) of animal(s) if known: _____

4) Does (do) the animal(s) belong to you, a family member, relative, friend, is a stray, etc? Please explain: _____

5) What is (are) the size(s)/weight(s), breed, sex (m/f) of the animal(s)? Please include pictures, if possible.

Size(s): _____ Weight(s): _____
Breed(s): _____ Sex (M or F): _____

Please describe animal(s) in sufficient detail: _____

6) Please respond to the temperament indicators below:

a) Housebroken: _____

b) Inside Pet: _____

c) Outside Pet: _____

d) How is he/she confined? (cage, chain, fence, etc.) _____

e) Usual place to sleep: _____

f) Reaction to other animals: _____

g) Reaction to strangers and men/women: _____

h) Reaction to small children: _____

i) Usual play habits/toys: _____

j) Reaction to noises/storms: _____

k) What are you currently feeding the animal (can/dry and Brand Name) and provide eating habits (example: growls when approached *or* will allow anyone to touch or pet while eating): _____

l) **Please tell us anything else you can about the animal(s) that would be helpful and Informative (example: walks well on a leash, loves to ride in the car, etc.):** _____

3) Please tell us all you can about the current health of the animal(s). **NOTE: PLEASE ENCLOSE A COPY OF THE MOST RECENT VETERINARIAN EXAM ALONG WITH PROOF OF NEUTERING/SPAYING, CURRENT VACCINATIONS, ETC. FAILURE TO PROVIDE A VETERINARIAN REPORT COULD AFFECT THE FEES CHARGED FOR ADMITTANCE INTO THE RESCUE.**

4) Please tell us what other measure you have taken to try to find a suitable home for the animal(s).
(newspaper ads, flyers, word-of-mouth, etc.) _____

5) Please list and describe in as much detail as possible the reason(s) you are wanting to surrender the animal(s). _____

6) In your own words, what would be the **IDEAL** home for your pet(s)? _____

PLEASE COMPLETE THE FOLLOWING BASIC PERSONAL INFORMATION:

Name of Surrenderer: _____

Name of Legal Guardian (if Surrenderer is under 21 years of age)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Home phone: (_____) _____ Work phone: (_____) _____

Email address: _____

Date: _____

PLEASE INDICATE IF YOU WISH ANY OF THE FOLLOWING:

_____ I do not wish or am unable to pay the surrender charges, please send information regarding performing volunteer work in lieu of paying surrender charges.

_____ I no longer wish to surrender my animal to your rescue but please keep the information provided in the surrender application in your animal surrender/adoption file to be viewed by prospective adopters. (There is NO charge for this service and the information will be kept on file for 60 days).

PLEASE EMAIL COMPLETED APPLICATION TO:

**animals@chicagopetrescue.org
ATTN: ANIMAL SURRENDER**

CHICAGO PET RESCUE

FEE NOTICE FOR SURRENDERED ANIMALS

Because Chicago Pet Rescue receives most of its financial support from donations, membership, and fund-raising events, and because we are accountable to our supporters on how we use those funds, we must impose charges on those wishing to surrender their animals. It must be noted that the following fee schedule in no way covers all the costs to the rescue associated with receiving a surrendered animal. Also, it should be noted that those unable due to financial difficulty to pay the imposed charges are not automatically refused admittance. **NO ANIMAL IS EVER DENIED ENTRY INTO THE RESCUE SIMPLY BECAUSE OF THE FINANCIAL SITUATION OF ITS OWNER.** However, those unable to pay surrender charges may be asked to perform volunteer work for the rescue. (A copy of our volunteer form along with an agreement to perform volunteer work in lieu of paying surrender charges will be sent to those specifically requesting information on performing volunteer work in lieu of paying surrender charges). Those not able to either pay or perform volunteer work must complete the following statement.

CHICAGO PET RESCUE WILL NOT REFUSE ANY ANIMAL ENTRY INTO THE RESCUE SOLELY ON THE BASIS OF IT'S OWNER'S ABILITY TO PAY SURRENDER FEES. IF YOU ARE UNABLE TO PERFORM VOLUNTEER WORK FOR THE RESCUE IN LIEU OF PAYING SURRENDER CHARGES, PLEASE EXPLAIN BELOW:

NOTE: PROOF OF INCOME OR FINANCIAL HARDSHIP SUCH AS A PREVIOUSLY FILED W-2 FORM MAY BE REQUESTED BY RESCUE PERSONNEL FOR THOSE WISHING TO CLAIM THIS OPTION.

CHICAGO PET RESCUE

DEPOSIT CHARGES FOR SURRENDERED ANIMAL(S)

For each animal one surrenders to Chicago Pet Rescue, a \$100 deposit will be imposed in addition to the below charges up to a maximum of \$250 (for 3 or more animals).* This deposit will be held in a special account and will be returned to the surrendered providing that both of the following occur:

- 1) The animal is adopted within six months from the date of surrender.
- 2) No veterinary expenses are incurred by the animal (other than spay/neuter, vaccinations) while in the custody of Chicago Pet Rescue.

If the animal remains at the rescue beyond the six-month surrender date, the deposit is non-refundable. Should the animal be adopted prior to the six-month surrender date but incur veterinary expenses beyond what is required to spay/neuter and vaccinate, those expenses will be deducted from the deposit and the remainder returned to the surrenderer. In cases where two or more animals are surrendered, the above conditions would be adjusted accordingly.

***Deposit charges are increased for any animal believed to be eight years or older. The age, health condition, breed and life expectancy of the animal among other factors will determine the amount of the increase. Rescue veterinarians as well as the animal's veterinarian will be consulted in reaching this decision.**

SUMMARY OF CHARGES *

- | | |
|-----------------------------------|--|
| 1) Puppy (less than 4 months) | \$50 (Total charge. No deposit) |
| 2) Litter of Puppies | \$150 (Total charge. No deposit)
\$15 for each puppy beyond 5. |
| 3) Adult Dog (4 months and older) | \$100 admittance charge **
\$50 if not neutered/spayed
\$25 if vaccinations are not current
\$25 if no heartworm testing and prevention
*Deposit Charges (\$100 - \$250) |
| 4) Kitten (Less than 12 weeks) | \$30 (Total charge. No deposit) |
| 5) Litter of Kittens | \$75 (Total charge. No deposit)
\$10 for each kitten beyond 5. |
| 6) Adult Cat (4 months or older) | \$75 admittance charge
\$50 if not neutered/spayed
\$15 if vaccinations not current
\$25 if not tested for FIV/Feline Leukemia
*Deposit Charges (\$100 - \$250) |

*ADDITIONAL CHARGES MAY BE IMPOSED FOR PRE-EXISTING HEALTH/MEDICAL CONDITIONS. ANY ANIMAL BELIEVED TO BE EIGHT YEARS OR OLDER MUST HAVE PROOF OF A RECENT BLOOD PROFILE CONDUCTED WITHIN THE PAST YEAR. FAILURE TO PROVIDE SUCH RECORDS WILL RESULT IN AN EXTRA \$50 FEE. AN ADDITIONAL \$10 FEE WILL BE IMPOSED ON ADULT DOGS AND ADULT CATS NOT HAVING EVIDENCE OF FECAL/STOOL EXAM WITHIN THE LAST SIX MONTHS.

Members and financial supporters of Chicago Pet Rescue will receive a discount on the charges listed. The amount of the discount will be determined by the level of affiliation.

** \$125 ADMITTANCE CHARGE FOR ADULT DOG WEIGHING 75 LBS. OR MORE