**Accepted Payment Forms**

Cash, check, credit card (MC, Visa, Discover, American Express)

For credit cards go to: <http://support.charlestonanimalsociety.org/adoptionagent>

**Adoption Fees**

Prices vary. Adult dogs are typically $95, puppies $125, and small breeds/pure breeds range from $125-$200. Adult cats are free and kittens are $95.

Fees include up-to-date shots, spay/neuter, microchip & registration, a free vet exam (with a list of participating vets), 30 free days of health insurance (if they provide an email address), and a bag of pet food.

**Note:** All adopters must be at least 18 years of age.

**Paperwork We Keep**

**(All forms must be signed by adopter and returned to CAS to legally process adoption)**

**1. Dog/Cat Adopter Survey**

Must be filled out front and back(front is adopter information; back is survey and emergency contact other than the owner.)

**2. Pet Adoption Contract**

Adopter signatures: Initial lines #s 1-11, A-F; add signature at bottom (this should be highlighted to make it easy.)

Ambassador signatures: Add date of adoption and staff initials or volunteer name to top right corner.

Use adopter’s driver’s license or government-issued ID to fill out bottom information, including:

* Name
* Current address
* DL #, state and DOB
* Current phone home/cell/work
* Email (if they don’t have an email they will not receive 30 free days of health insurance for their adopted pet)
* Form of payment: cash, check or charge
* Remind adopter to schedule a veterinarian appointment within 10 business days

**3. Pet Health Statement**

* Adopter signature required (adopter should read contract thoroughly.)
* Point out that we don’t do refunds; however if adoption doesn’t work out they should bring the animal back to the facility. We can write them a gift certificate to select a pet later down the road that may better suit their needs.

**4. Instructions for New Pet**

* Adopter should read over contract.
* Point out the spay/neuter surgery date. If the animal had surgery within the last 10 days, then the adopter should follow instructions for care.
* Also point out that our animals are exposed to URI, very common in shelter environments. If the adopted animal develops symptoms of URI they can call us and we will fill a prescription free of charge. They do not need to bring the animal into the facility. If they choose to go to their own veterinarian for treatment we cannot reimburse them.

**Paperwork That Goes With Adopter**

* Adoption certificate.
* Free vet exam form with list of veterinarians that honor certificate (Explain that the adopter has 10 business days to redeem the free vet visit.)
* CAS staff/volunteer fills out top part of form: New owner and date, address, phone number, void date (10 business days.)
* Copies of forms adopter signed (Pet Health Statement, Instructions for New Pet.)
* Kennel Cough/Upper Respiratory Infection symptom sheet. If they notice any symptoms they should contact us so we can fill a prescription free of charge. Remember, if they choose to go to their own veterinarian for that care we will be unable to reimburse them.
* Pet information, an overview of what has been done to all of the animals in our care.
* Heartworm disease information, explaining heartworm and why it’s so important to follow the heartworm medication protocol given to them.
* Vaccination records, including rabies certificate and tag – these are printed versions of the medical records for their pets. This is what they should give to their veterinarian.
* PetWatch microchip brochure, microchip tag and stickers with number – we will register the microchip for the adopter. If they ever move, phone number changes, etc. they should call 24-hour Petwatch or visit their website to update their information. The yellow tag is optional to put on the collar and the stickers are for safekeeping.
* ShelterCare Pet Insurance, free for 30 days to adopters, who must go to email and activate the link sent to them within seven days.