



## ADOPTIONS - Step By Step + Adoption Fees

1. Receive an **APPROVED APPLICATION** from the Adoption Team. If you met someone on your own, direct them to fill out an application at <https://www.angelsrescue.org/adoption-form-dog/> and wait until it is approved & sent to you before moving forward or allowing the person to do a meet and greet.
2. **CONTACT** the approved applicant as soon as you can (They are excited!) and reply to the approver that you received it and will contact the person. We tell applicants they will hear from the foster within 24 – 48 hours.
3. If it's **not a good fit**, gently let the applicant know & tell them we have many other dogs and we'll be happy to find the perfect addition to their home. Avoid implying any judgement on the person, focus on it not being the best match. They can see all of our great adoptable dogs at [www.angelsrescue.org/adopt](http://www.angelsrescue.org/adopt). If they have other dogs in mind, they can email [adopt@angelsrescue.org](mailto:adopt@angelsrescue.org) to be connected. For dozens of e-mail templates you can use with adopters, please see, *"E-mail templates – Communicating With Adopters"*.
4. If it is a good fit, arrange a **MEET & GREET** with the applicant. This can be done in your home, their home, or a neutral location like a park (not dog park!) or adoption event. If they have pets, make sure they have a chance to meet too but be sure they are out of quarantine & medically cleared before meeting other animals.
5. If, after the meet & greet, you both decide to move forward, a **HOME CHECK** needs to be done. If you met in their home, it can be done at the same time. If distance is an issue, post for help on the foster page and include the zip code to request assistance or you may do a virtual home check using Zoom, Facetime, Skype, etc. Consider the home from your foster's point of view. Is the fence secure for him/her (if applicable)? Is there a crate if needed? Where will the dog sleep & eat?
- 6a. Dogs with any of the following criteria can only be **PRE-ADOPTED**: 1) Any dog that has not finished the quarantine period; 2) Any puppy that is under 8 weeks old; 3) Any puppy that has not had the first round of vaccines; 4) Any dog over 4 months old that has not been spayed/neutered; 5) A dog that is in the middle of heartworm treatment (some dogs may be adopted pre-treatment, which you can discuss with the Heartworm Team); 6) A dog that has other unresolved medical issues as determined by the Vet Team. If none of the above applies, the dog is ready for his or her forever home.
- 6b. **PRE-ADOPTION** - You must collect the fee for the dog to be pre-adopted. The contract will NOT be completed until you transfer the dog. Before you ask someone to pay the fee to pre-adopt, you need to be 100% sure, which means you should have already done the home check and met the whole family, including pets. If you need time to do this, to temporarily pause applications when you think you have an adopter, email [adopt@angelsrescue.org](mailto:adopt@angelsrescue.org) and ask for the dog to be put on "max apps" (maximum applications). This will give you two weeks to finalize the adoption or pre-adoption.

7. **ADOPTION** - You must collect both the fee and the signed contract before leaving the dog with the adopter. More information on both below:

8. **ADOPTION FEES** can be paid at [www.angelsrescue.org/adopt/adoption-fees](http://www.angelsrescue.org/adopt/adoption-fees). That's the best way because you don't have to mail in a check, which slows up their paperwork. If they want to write a check, it needs to be made out to Angels Among Us Pet Rescue.

ADOPTION FEES FOR DOGS LESS THAN 8 YEARS OLD = \$300

-- Discounts for dogs under 8 years old. Only ONE discount can be used:

- Senior humans (over 65) = \$25 off (\$275)
- Veterans = \$25 off (\$275)
- Repeat adopters = \$25 off (\$275)
- Two dogs adopted at the same time = \$25 off the 2nd dog (not each dog) (\$275)
- Foster Fails = \$25 off\* (\$275) (\*Must have fostered at least one dog prior to the one being adopted to use the discount. The first dog fostered does not apply.)

ADOPTION FEE FOR SENIOR DOGS (8 YEARS AND OLDER) = \$150

--There are \*no\* discounts on senior dogs.

\*Discounts do not apply to already reduced fees and only one discount can be used per dog. We don't add up multiple discounts. If you feel a special fee is warranted beyond what is listed here, please contact Kim Kay for approval at [kimkay@angelsrescue.org](mailto:kimkay@angelsrescue.org).

\*Adoption fees include: all vaccines up to date at time of adoption, deworming, flea treatment, spay/neuter, microchip, heartworm test (adults), and treatment of any incoming illnesses or injuries the dog may have had.

9. On the **CONTRACT**, the adopter needs to fill out their information in the top left, put the dog's name on the top right, initial the blanks, & sign at the bottom. We will do the rest and they will receive a completed copy in their adoption package. The online contract can be found here: <https://app.hellosign.com/s/F6F5JkM2>. This is the preferred method but if you need a print copy, you can find one in the files of the AAU Fosters Facebook page or on the AAUPR Foster Forms & Info Drive ([www.angelsrescue.org/fosterinfo](http://www.angelsrescue.org/fosterinfo)).

10. If your foster has shown aggression toward humans, dogs, cats, or with resources (or it was reported to you, even if you haven't seen it), the information must be provided in writing to the adopter and a **TEMPERAMENT WAIVER** signed. If the dog has a bite history, a **BITE WAIVER** should be used instead.

11a. **LET US KNOW RIGHT AWAY!** Within 24 hours of the online contract being submitted, you will receive a copy via e-mail. Forward that to [imadopted@angelsrescue.org](mailto:imadopted@angelsrescue.org), along with the information listed in the email that comes with the contract. If you used a print contract, e-mail [imadopted@angelsrescue.org](mailto:imadopted@angelsrescue.org) with the dog's name, the adopter's name, a clear scan of the adoption contract, & confirmation of payment (have the adopter send you the PayPal receipt or scan a copy of the check). If you want their "Happy Tails" posted on our Facebook page, also include a picture of the dog with their new family. **THE ADOPTER DOES NOT RECEIVE THEIR VET RECORDS UNTIL WE RECEIVE THE CONTRACT & FEE!**

11b. If pre-adopted, please still e-mail [imadopted@angelsrescue.org](mailto:imadopted@angelsrescue.org) with the name of the dog & adopter so we can mark it pending & remove from the dog from the adoption sites.

11c. If adopted at an event, please still e-mail [imadopted@angelsrescue.org](mailto:imadopted@angelsrescue.org) with the name of the dog & adopter, as well as which event so we know to expect the paperwork.

11d. If you receive a check, please mail it to Angels Among Us Pet Rescue, PO Box 821, Alpharetta, GA 30009 as soon as possible to complete the adoption.

12. **FOSTER FAILING** – We LOVE foster fails (adopting your foster dog)! We ask that you please be considerate of adopters and of AAUPR by paying the fee & turning in your contract as soon as you know your foster dog is already home. Until this is complete, a spot is being taken away from another dog in need and prevents other applicants from being disappointed. Once you have told someone that they may adopt the dog, you should not go back on that. It isn't fair to the adopter and it reflects badly on AAUPR. If your foster application was done within the past two years, you only need to submit contract and fee. If it was longer than that, we need an adoption application on file to update our information.

13. **RETURNS** – If your foster is being returned, the adopter MUST email [returns@angelsrecue.org](mailto:returns@angelsrecue.org) BEFORE you take the dog back. There is a process that must be followed and we cannot legally take possession of the dog until it is completed.

14. Important things to remember ....

- AAUPR does not adopt out sibling puppies to the same home due to the risk of **littermate syndrome**.
- Puppies cannot be adopted **out of state**. Only fully vetted and altered dogs who are at least four months of age. We cannot hold puppies until eligible to go out of state.
- Adopters cannot “**try out**” dogs overnight or for the afternoon. They can only be left with an adopter once all paperwork and fees are done.
- We do not do FTAs (**foster to adopt**) unless there is a medical reason. Adopters should not be encouraged to foster dogs to get them sooner, unless pre-approved by the Vetting Director or Executive Director.
- The Records Team will send complete Vet Records to the adopter. Please do not give them any paperwork you may have as it causes confusion if they don't have all of the information.
- While you are advocating for your foster, remember, you are also representing AAUPR and potential adopters should be treated professionally and with kindness.

Thank you so much for helping your foster find the perfect forever home! When you are ready for a new foster, please e-mail [foster@angelsrescue.org](mailto:foster@angelsrescue.org) to be matched with a new dog in need!