

PROCEDURES FOR COMPLETION OF ADOPTION CONTRACT

adoptions@grreat.org

- Fill in ALL information on ALL seven pages of the Adoption Packet (Even if you are the foster home and are adopting the dog yourself)
 - If a section does not apply, please put N/A in the appropriate spaces
 - If you are adopting your own foster dog, please sign as both the Adopter and the Foster, but leave the WITNESS lines blank. The Adoption Coordinator will sign them upon receipt of the contract.
- ADOPTION CONTRACT (first two pages)
 - Adopter initials all 17 items (18 if obedience deposit is required) and fills in contact information.
- ADOPTION FEE RECEIPT (third page)
 - Fill out dog's name and ID number at the top, and check the appropriate line for Adoption Contribution according to item 16 on the Adoption Contract.
- DOG DISCLOSURE (next two pages)
 - Vaccination dates must be filled in and a copy of medical records given to the adopter, as well as a copy sent to GRREAT with the contract. Original owner info must be blacked out if present.
 - Give FULL DISCLOSURE on ALL issues regarding HEALTH.
 - If more space is needed, please check the Addendum box and create an additional sheet.
 - Please be sure that both you and the Adopter sign this addendum. Provide a copy to them and a copy to GRREAT.
- BEHAVIOR AND RELEASE (last two pages)
 - Give FULL DISCLOSURE on ALL issues regarding BEHAVIOR.
 - If you have not witnessed any inappropriate behavior, put "None observed while in Foster Care" in the description section. **PLEASE DO NOT LEAVE IT BLANK**
 - Otherwise, some EXAMPLE comments are below (please add details):
 - This dog cannot have rawhides because they promote unacceptable behavior
 - This dog's give-up family reported that he growled when he did not want to do something. Although we have not witnessed this, care should be taken to establish a good relationship, and an obedience class is highly recommended
 - This dog is shy of having his collar grabbed and may bite if startled.
 - Be sure the Adopter initials every section
 - If the foster dog did not come from a shelter, put N/A in that section
- Please write the dog's name and ID number on the VET postcard. Instruct the adopter to ask their vet to sign the card and mail it to GRREAT after their first appointment.
- Please have the Adopter fill out and mail in the Pet Variety Tag Card. This tag is PRE-PAID by GRREAT so the adopter can get their information on their new dog swiftly (SAFETY MEASURE)
- The GRREAT ID tag should remain on the dog's collar, even after adoption (SAFETY MEASURE)
- Return the signed **YELLOW** copies of the contract, the Adoption Contribution, and all supporting paperwork (medical records, addendums, registrations, give-up paperwork, etc) with the dog's name AND ID NUMBER on all pages, to:

Jessie Pickard, 201 Prince St NE, Leesburg, VA, 20176.

***Remember to touch base with the new adopters in two days, two weeks and two months**