

ADOPTION PRIORITY HOLD DEPOSIT

PURPOSE

To facilitate first come first served adoptions.

RATIONALE

One of the most important efforts Animal Services can make is to find good homes for every adoptable animal that comes to our facilities as unwanted or lost.

An orderly process has been established to create a priority list for adoption of certain animals prior to release date.

ACTION

A person may request an Adoption Priority Hold by leaving a \$10.00 nonrefundable deposit. They are then considered a Priority Adopter. The following criteria will apply to Priority Holds:

- 1. The hold must be on an animal deemed “adoptable” by ASD.**
- 2. Only one Priority Hold Deposit will be taken per animal.**
- 3. A person may only place one adoption hold at any one time. (Exception – adoption of littermates is limited to two, unless there are no other requests by release date)**

- 4. The nonrefundable deposit of \$ 10.00 will be applied to the adoption fee. Deposits will only be taken in cash or credit card. Any deposit not applied toward adoption will be considered a donation and will be placed in the Animal Care Trust and Agency Account.**
- 5. The deposit may be transferred to another animal, within 30 calendar days, if the animal selected by the Priority Adopter is reclaimed.**
- 6. Priority Adopters will receive written notification of deposit as well as pick up date and time. Notification will include forfeiture of Priority Hold for failure to adopt on designated date.**
- 7. Should an owner be found, the owner has priority to reclaim within the allotted time frame.**
- 8. Priority Adopter must arrive by close of day on the animal release date to adopt. No extension of hold will be granted.**
- 9. Any person inquiring about an animal with an existing Adoption Priority Hold Deposit will be informed that only one Priority hold deposit is taken. They must provide a photo ID and leave their name and daytime telephone number to be listed as an Interested Party in case the Priority Adopter does not take the animal. Interested Parties must check on adoption status by 12 noon the day after the release date. After this time, the animal will be adopted according to priority on the list (four maximum per animal). If no one listed appears to claim the animal by the close of this day (the day after the release date), the animal will be made available on a first come first served basis to the next qualifying member of the general public.**
- 10. Removal of a Priority Hold prior to release date will result in the animal becoming available to the listed Interested Parties. Client Services is to contact all Interested Parties on the list and advise them to be at the shelter at open of business on the release date and their names will be called in the order that they are listed. If there are no Interested Parties, the animal becomes available for another Priority Adoption Hold.**

- 11. A person may place an Adoption Priority Hold only during regular kennel business hours. Priority Holds must be placed in person and the deposit paid at the time of the request.**
- 12. Rescue individuals, rescue organizations or foster parents may not place a Priority Hold on any animal they intend to rescue, transfer to another agency or foster unless they intend to adopt as their personal pet.**
- 13. If there is no Priority Hold or Interested Party on the Release Date, an approved and pertinent Rescue Group may be contacted of immediate availability.**
- 14. Priority Deposit or Interested Party Holds may not be placed on behalf of another person.**
- 15. Citizens requesting a Priority Hold or an Interested Party listing must be of legal age (18 yrs.)**
- 16. Any ASD staff member wishing to place a Priority Hold or be listed as an Interested Party must have Division and Departmental approval.**
- 17. Exceptions may be made to this Division policy by the Division Manager, Associate Director and Director as deemed necessary.**

Approved:

**Alfredo R. Santistevan, Director
Environmental Health Department**