**Forever Home Checklist**

Cats and kittens-

* Give medical history
* Go over observed behaviors
* Have adopter initial and sign adoption contract
* Take adoption fee payment, if applicable.
* Prepare Adoption folder
	1. Copy of the adoption contract
	2. Medical records (Internal Kennel Card)
	3. Spay/Neuter Release
	4. URI handout
	5. FIV or FeLV handout, if applicable
	6. New Cat Handout
* Give adopter a sample bag of food
* Take happy adoption photo
* Put cat into carrier
* Notify the shelter that the pet has been adopted.

Dogs and Puppies-

* Give medical history
* Go over observed behaviors
* Have adopter initial and sign adoption contract
* Take adoption fee payment, if applicable.
* Prepare Adoption folder
	1. Copy of the adoption contract
	2. Medical records (Internal Kennel Card)
	3. Spay/Neuter Release
	4. Training discount handout
	5. Heartworm treatment information and medications, if applicable
	6. New Dog Handout
* Give adopter a sample bag of food
* Take happy adoption photo
* Dog must leave on a leash and collar.
* Notify the shelter that the pet has been adopted.