KC PET PROJECT

REHOMING PLAYBOOK
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When rehoming your pet, it is important to be thorough and patient; finding the right home takes time. Investing time into the rehoming process increases your chance of successfully placing your pet in a loving home that is not only a great fit, but also a safe place for your pet. Use the guidelines included in this packet to help support you in rehoming your pet. If you ever have any questions, we are here to help and only a phone call or email away!

rehome@kcpetproject.org
816-683-1383
**TIPS & TRICKS FOR REHOMING**

1. **HEALTH & PREVENTATIVE CARE**
   
   Be sure your pet is spayed or neutered and up-to-date on their vaccinations, as well as flea preventative. If you have a dog, be sure to have your dog heartworm tested and on a monthly heartworm preventative.

2. **SHARE THE STORY**
   
   Write a story about your pet that includes the reason you need to rehome them, the type of home and family your pet would thrive in, and some fun information to gain interest in your pet (such as what their favorite things are, what tricks they can do, some of their funniest characteristics and behaviors, etc.). It always helps if you can tell the story from your pet’s perspective. For example, “Hey there! My name is Momma, and I am the Queen of Cuddletown and the HCIC (Head Cat in Charge) of my current castle…”

   HeartsSpeak has great resources on how to write successful bios for pets, and you can view them [here](#).

3. **PICTURES**
   
   Show off your pet’s unique and endearing qualities and all of their cutest features by taking several, good quality photos of your pet. Appropriate lighting helps make your pet shine! Bring along a favorite toy for your photoshoot to help capture your pet’s attention.
Search the internet for additional resources such as local rescue groups. There are several species-specific and breed-specific rescue resources. You can also use the internet to find local classifieds to find a new home for your pet like Craigslist, rehoming groups on Facebook, etc.

Simple templates can be found online to create a rehoming flyer or poster. If you are the creative type, there are several free graphic design resources available to create something that may be more pleasing to the eye and grab more attention. Checkout sites like Canva (www.canva.com) or PicMonkey (www.picmonkey.com). You can share your rehoming flyers and posters online and in the community. If you are posting them around town, be sure to place posters at the library, pet supply stores, community centers, veterinary offices, and grooming salons, where pet owners and pet enthusiasts may visit.
TIPS & TRICKS FOR REHOMING

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REHOMING FEE

A modest and reasonable rehoming fee can help you cover the cost of updating your pet’s vaccines, getting them groomed, or the cost of additional supplies such as flea and/or heartworm prevention, carriers or crates. A rehoming fee will also help you find serious adopters and increase your chance of finding a new home that is full of love and a safe place for your pet.

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REHOME WITH KC PET PROJECT

You can promote your pet online using the Rehome platform. Rehome is our free rehoming service available for guardians who are unable to continue caring for their pets but who want to manage their pets’ placements with other loving guardians. Rehome can help you manage your pet’s adoption and safely find a new home for your pet. All you need to do is to set up your pet’s profile which takes less than ten minutes. Once complete, your pet’s profile will be posted on Adopt-a-Pet.com and will be seen by millions of visitors each month!
MEETING POTENTIAL ADOPTERS

INTERVIEW CAREFULLY

You should interview potential adopters carefully to ensure they are a good fit for your pet. You can use the sample adoption interview questionnaire we have provided for you in this guide on page 8 (dogs) and page 9 (cats).

GO ABOVE AND BEYOND

If you are looking for additional ways to make an informed decision on whether or not the potential adopter is a good placement option for your pet, you can ask for additional information including references from a friend or neighbor, what clinic or practice they currently seek veterinary care from or where are they looking to establish a relationship for veterinary care, or whether the potential adopter’s current pets are received routine medical care.

GIVE YOURSELF SOME TIME

Rehoming your pet is a big decision and a difficult one at that. Take the time you need to review applications and interview potential adopters. Do not allow yourself to feel pressured into making a quick decision or a decision that you are not completely comfortable with. Your judgment is your best guide and if you do not feel that the potential adopter is a good fit, chances are you are right.

BE THOROUGH

You should thoroughly review all questionnaire forms and information. Being thorough will help you evaluate whether or not the potential adopter and their home is compatible with the unique needs of your pet. Does your pet get along with small children? Does your pet need a lot of room to run? Does your pet get along with other animals? Does your pet have a lot of energy? It is important to make sure that your pet fits into the life and lifestyle of a potential adopter and that your pet is a good match for the type of companion animal the potential adopter is looking for.

FOLLOW UP

Establish a communication plan with the potential adopter so that you can follow-up with them and give them an opportunity to contact you with any questions or concerns they may have. Open and honest dialogue is an important part of the rehoming process. Be sure to establish a communication plan so that you can follow-up on your pet after they are adopted to see how they are adjusting in their new home with their new family.
ONCE YOU HAVE FOUND THE PERFECT HOME FOR YOUR PET, THE ADOPTION PROCESS CAN BEGIN

MEETUP

Arrange a time and public place for you and the adopter to meet up. A well-known spot and area is recommended for your safety. To help your pet transition into their new home, it is important to provide their favorite toys, bedding, carrier, kennel, litter box, and/or other familiar items. It is also nice to give the adopter any remaining pet food you have so they know what diet your pet is eating so they can either continue to provide the same food or successfully transition the pet onto a new diet.

RECORDS

It is important to provide the new owner with copies of any and all veterinary records you have. To make the transfer super easy, you should offer to contact your veterinarian to send the pet’s records directly to the new owner’s preferred veterinary clinic. You may need to provide this request in writing to your veterinarian. Be sure to alert your clinic of the new ownership in the process.

TRANSFER OF OWNERSHIP

It is incredibly important that you create a written document and record the transfer of ownership to the adopter. The document should be signed by both you and the adopter and as the previous owner, you should retain a copy for your own personal records. A Transfer of Ownership Agreement is available for your use on our website, and is also available for you to download on page 10 of this Playbook.
**THE ADOPTION PROCESS**

**UPDATE THE MICROCHIP**

If the pet is microchipped, it is important to update the information registered to the microchip. You can do this by contacting the database where the microchip is registered (such as Found Animals, Home Again, 24PetWatch) and notifying them of the change of ownership and the new owner’s contact information. Be sure to provide the new owner with the pet’s microchip information and remind them to keep their own contact information up-to-date on the registry. Microchips can be registered for free with Found Animals using their website at https://www.foundanimals.org/microchip-registry/

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**NOTIFY (AS APPLICABLE)**

If you adopted the pet from a local rescue or shelter, be sure to contact them and let them know that you have rehomed the animal and give them the new owner’s information so they can update their ownership records.
DOG ADOPTER QUESTIONNAIRE

APPLICANT’S INFORMATION

First & Last Name: 

Street Address: 

State: Zip Code: Phone Number: 

Email Address: 

ANIMAL PREFERENCES

What drew you to this particular dog? 

This dog will be a: 

Companion Animal Service/Support Animal Working Animal

What characteristics and/or behaviors are ideal for your needs? 

What behaviors will you not accept from your dog? 

How many of the following live in your home? 

Adults Children Ages of children: 

How many of the following animals live in your home? 

Dogs Cats Other 

Is there any other information about your home, and what type of dog you are looking for, that you would like to share? 

I certify the above information to be true and correct.

Applicant’s Signature: 

[ ] / [ ] / [ ]

MONTH DAY YEAR
CAT ADOPTER QUESTIONNAIRE

APPLICANT’S INFORMATION

First & Last Name: ________________________________
Street Address: __________________________________
State: [ ] Zip Code: ____________________________ Phone Number: _______________________
Email Address: __________________________________

ANIMAL PREFERENCES

What drew you to this particular cat? __________________________________________________________

This cat will be a: [ ] Companion Animal [ ] Service/Support Animal [ ] Working/Barn Animal

What characteristics and/or behaviors are ideal for your needs? __________________________________

What behaviors will you not accept from your cat? _____________________________________________

How many of the following live in your home? [ ] Adults [ ] Children [ ] Ages of children: ______

How many of the following animals live in your home? [ ] Dogs [ ] Cats [ ] Other: ______

Is there any other information about your home, and what type of cat you are looking for, that you would like to share? ____________________________________________________________

I certify the above information to be true and correct.

Applicant’s Signature: ________________________________

[ ] / [ ] / [ ]
MONTH DAY YEAR
This agreement documents the transfer of ownership of the animal described herein and by the terms described herein.

PREVIOUS OWNER’S INFORMATION

First & Last Name: 

Street Address: 

State: Zip Code: Phone Number: 

Email Address: 

NEW OWNER’S INFORMATION

First & Last Name: 

Street Address: 

State: Zip Code: Phone Number: 

Email Address: 

ANIMAL’S DESCRIPTION (provided by previous owner)

Pet’s Name: 

Species: DOG CAT OTHER list here 

Breed: 

Sex: M F 

Is this pet fixed? Y N 

Age: Size: Small Medium Large 

Approx. Weight: 

Microchip Number: 

Microchip Company: 

Known Health Conditions (as applicable): 

Current Medications (as applicable): 

Known Allergies (as applicable): 

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Is there any additional information that should be noted on this agreement?  
*Examples may be discussions about recent vet history, behavior, etc.*

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**PREVIOUS OWNER**

To the best of my knowledge, all information about the animal provided by me to the new owner is true. I understand and hereby certify that (i) **I am the true and rightful owner of the animal described above**, (ii) **no other person has any right of property in this animal**, (iii) **I surrender all property rights in this animal**, and (iv) **I am conveying full and complete right, title, and interest in and to this animal to the new owner documented above**.

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**Printed Name of Previous Owner**

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**Signature of Previous Owner**

MONTH / DAY / YEAR

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**NEW OWNER**

I acknowledge taking custody of the animal described above and I am assuming full and complete right, title, and interest in this animal as of this date. I promise to provide regular veterinary care for the animal. I understand that the previous owner makes no guarantees or warranties regarding the health or temperament of this animal and cannot be held liable for any action that may take place as a result of this animal after this date.

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**Printed Name of New Owner**

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**Signature of New Owner**

MONTH / DAY / YEAR

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*It is recommended that both the new and previous owner retain a copy of this agreement for their records.*