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We’re Here to Help

Our Keep ‘Em Together, KC program (https://kcpetproject.org/programs/keep-em-together-kc/) is designed to help you keep your pet instead of surrendering them to the shelter. Contact our Pet Support Center to discuss your needs and challenges to help you keep your pet instead of surrendering them to the shelter. Our team can provide:

- Emergency pet food
- Pet resource assistance
- Temporary housing in times of crisis and hardship
- Referrals to outside social service and animal welfare agencies

While our goal is to help you resolve the problems you are experiencing so that you can keep your pet, we also understand that some problems are out of your control and may require you to relinquish your pet. Our Pet Support Specialists will walk you through the process to help try to set your pet up for success with KC Pet Project.

KC Pet Project is the open-admission animal shelter providing services for the city of Kansas City, Missouri. We accept an average of 10,000 animals annually from our jurisdiction that needs shelter regardless of age, health, species, breed, or behavior, or whether it is a stray or owned animal. There are many community and homeless animals that need shelter and care, and for owned pets, the animal shelter should be a last resort for rehoming– even the best of shelters can’t compare to a loving home. As one of the largest shelters in our region, we urge you to consider every alternative to relinquishment and to utilize fully the resources we make available before surrendering your pet to a shelter.

Overcoming Challenges

Before you begin looking for a new home for your pet, begin looking for resources to help you overcome your current challenges.

PitBull Friendly Housing

If you are in need of housing resources for you and your pitbull, check out My PitBull Is Family (https://www.mypitbullisfamily.org/) . My PitBull Is Family has great resources to help you keep your pet including housing options, renter’s insurance information and much more.

Behavior Resources

If it is a behavior issue, there are a lot of resources on the internet to assist you. KC Pet Project has some helpful information on our website (https://kcpetproject.org/adoption/behavior-resources/) For a list of local positive reinforcement trainers in the Kansas City metro area, visit Heartland Positive Dog Training Alliance (https://www.trainerswithheart.com/). Our Pet Support Center may also be able to assist you in finding an appropriate behaviorist to work with.
Pet Support Through KC Pet Project

If you are considering relinquishing your pet to KC Pet Project, our Pet Support Center is here to help you navigate that difficult decision. Our goal is to help you resolve the problems you are experiencing so that you can keep your pet. Our Pet Support Specialists can discuss the various programs and services we offer that may assist you in overcoming many of the challenges you may be facing with your companion.

If you are looking for resources outside of the programs and supportive services offered by KC Pet Project, visit our website (https://kcpetproject.org/contact/resources/) or call our Pet Support Center - Pet Helpline at (816) 683-1383 and a Pet Support Specialist will be happy to give you the information or referral that you need.

Rehoming Support and Services

KC Pet Project can help you find the right home for your pet through our supported rehoming services.

When rehoming your pet, it is important to be thorough and patient. Finding the right home takes time but being thorough and patient in your search for the perfect home is worth the wait for both you and your pet. 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 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 questions, we are here to help and only a phone call or an email away.

Helpful Tips and Tricks for Rehoming

1. **Protect your pet from illnesses and diseases.** A healthy pet is more likely to find a new home than a sick one. Be sure that your pet is spayed or neutered and up-to-date on their vaccinations as well as flea prevention. If you have a dog, it is helpful to have your dog heartworm tested and on a monthly heartworm preventative. This will make finding a new home easier.

2. **Work on your pet’s manners.** Work with your pet to make sure they are comfortable with different people and situations. While you are searching for the perfect new home, continue to work with your pet on good manners, socialization, and maybe even teach them a new trick or two. If your pet is indoor/outdoor or primarily outdoors, it is important to allow your pet to spend more time indoors to work on training and social behaviors.

3. **Get some great 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.

4. **Tell your pet’s story.** Write a story about your pet that includes the reason you need to rehome your pet, the type of home and family your pet would thrive in, and some fun information to gain interest in your pet like what their favorite things are, what tricks can they do, what are 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! I am the Queen of Cuddletown and the HCIC (Head Cat in Charge) of my current castle . . .”

5. **Use your social circle and your social channels to network.** Give your photos, story and email to everyone you know asking for their help in finding a new home for your pet. Use your Facebook profile or Twitter account to ask your network to share your pet and assist in the search.
for a new, loving home for your pet. Advertise through your community bulletin board, neighborhood association Facebook pages, or your local NextDoor app. Ask friends, co-workers, and family members if they are looking to add a companion to their family. Placing your pet with someone you know will ease the transition for you, the new guardian, and for your pet.

6. **Surf the web for resources.** 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.

7. **Spread the word.** 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. Check out 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.

8. **Be sure to charge a 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.

9. **Rehome on KC Pet Project's website.** You can promote your pet online at https://kcpetproject.org/services/rehoming-support/ using the online 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!

**Evaluating Potential Adopters**

Dog Adopter Questionnaires and Cat Adopter Questionnaires are available for your use on our website at https://kcpetproject.org/services/rehoming-support/

1. **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.

2. **Be thorough.** You should thoroughly review all questionnaire forms and information. Benign 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.

3. **Going 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.

4. **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.

5. **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.

### The Adoption Process

Once you have found the perfect new home for your pet, the adoption process can begin.

1. **Arrange the 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.

2. **Transfer 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.

3. **Document the change 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 at [https://kcpetproject.org/services/rehoming-support/](https://kcpetproject.org/services/rehoming-support/)

4. **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/](https://www.foundanimals.org/microchip-registry/)

5. **Notify the shelter or rescue.** 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.
Pet Relinquishment

There are several alternatives to relinquishing and surrendering your pet to the shelter. If you have exhausted alternative resources to relinquishment, including trying to overcome the challenges you are experiencing with your pet or trying to rehome the pet on your own with friends, family, or neighbors, then surrendering your pet may be the next option you explore. As one of the largest shelters in our region, we urge you to consider every alternative to relinquishment and to utilize fully the resources we make available before surrendering your pet to a shelter.

If you are considering relinquishing your pet to KC Pet Project, our Pet Support Center is a great resource to help you navigate that difficult decision. Our Pet Support Specialists can discuss the various programs and services we offer that may assist you in overcoming many of the challenges you may be facing with your companion and if needed, support you in the relinquishment process.

While our goal is to help you resolve the problems you are experiencing so that you can keep your pet, we also understand that some problems are out of your control and may require you to surrender your pet. Our Pet Support Specialists will walk you through the process to help try to set your pet up for success with KC Pet Project.

Surrendering Your Pet

KC Pet Project is the open-admission animal shelter providing services for the city of Kansas City, Missouri. We accept an average of 10,000+ animals annually from our jurisdiction that need shelter regardless of age, health, species, breed, or behavior, or whether it is a stray or owned animal. There are many community and homeless animals that need shelter and care, and for owned pets, the animal shelter should be a last resort for rehoming – even the best of shelters can’t compare to a loving home.

Surrendering your pet to a shelter means you are giving up all rights to that animal. KC Pet Project is not required to notify you of any development regarding the health or status of a pet surrendered to the shelter. You may use our website for updates on the availability of an animal.

KC Pet Project only accepts and schedules owner/surrender assessments by appointment. Animals are not accepted for intake at any other KC Pet Project location other than the Kansas City Campus for Animal Care located at 7077 Elmwood Avenue, Kansas City, Missouri, 64132.

What You Should Expect

KC Pet Project makes an investment in every animal. Upon arrival to the shelter, each animal is vaccinated and dewormed and any obvious medical conditions are addressed as much as possible. KC Pet Project does have a full-time shelter veterinarians and veterinary technicians on staff to help ensure the health and well-being of all the animals in our care.

As an open admissions municipal shelter, KC Pet Project cares for over 10,000 animals annually. We treat every animal's life with the same level of care and importance. As a no-kill community, we work hard to save the lives of healthy, treatable animals that enter into our shelter. While we do not euthanize an animal for space, there are times where we have to euthanize an animal for medical concerns, public safety concerns, and concerns of quality-of-life.
An animal shelter is a stressful environment for any animal, but especially for owned pets. While we have a state-of-the-art shelter, it cannot compare to the love and care that a pet receives at home. We urge you to exhaust all other resources and alternatives before surrendering your pet to KC Pet Project. This helps our organization ensure shelter is available for the pets that need it most -- those who are lost, displaced, homeless, injured, or sick.

Surrendering your pet to our shelter means you are giving up all rights to that animal. We are not required to notify you of any development regarding health or status. Nor, will we give the animal you surrendered special treatment over another animal. You may use our website or call the shelter for updates.

How The Process Works

If you are unable to rehome your pet after considerable effort, you can arrange to surrender your pet to KC Pet Project at the Kansas City Campus for Animal Care by appointment. In order for our team to better assess each unique pet in need of our support, it is important that we gather as much information as possible about the pet’s history, including living conditions, behaviors, medical care, and socialization.

To begin the surrender process, owners must submit a pet surrender form for each pet online ([https://kcpetproject.org/services/pet-relinquishment](https://kcpetproject.org/services/pet-relinquishment)). If a pet owner is unable to do so online, they can contact our Pet Support Center team who will gather the information and triage the case over the phone. The phone assessment process could take up to thirty (30) minutes.

It is important that the answers provided for surrender questionnaires and assessments are honest and detailed. This information is all KC Pet Project has to help set the pet up for success while in our care and in-depth information allows us to find the best outcome for the pet, including placement options and matchmaking for adoptions.

Once our team has received the questionnaire information, a Pet Support Specialist will contact the owner to gather any additional information, discuss what options are best for the pet, and/or schedule an intake appointment for the pet to be surrendered to KC Pet Project. KC Pet Project is typically unable to accept same-day surrenders, but we do our best to keep the surrender process moving forward and to schedule an intake appointment for surrender as quickly as possible.

There is a $20.00 owner surrender fee per pet. This fee helps KC Pet Project cover a small portion of the costs associated with caring for the pet. KC Pet Project is a 501c3 nonprofit organization, collecting fees allow our shelter to continue to support over 10,000 animals annually. Donations made to KC Pet Project above fees paid are always welcome and are tax-deductible. If you need to discuss your financial assistance, please speak with a Pet Support Specialist.

How To Prepare

1. Submit a Surrender Questionnaire for each pet through our website. Our staff use these forms to gather important information about your pet so they can better assist you in the surrender process and better support the pet while in our care. You can find the online forms by visiting [https://kcpetproject.org/services/pet-relinquishment](https://kcpetproject.org/services/pet-relinquishment).
2. A Pet Support Specialist will return your call to discuss the surrender process, and when appropriate, schedule an intake appointment at the Kansas City Campus for Animal Care. The phone assessment for owner surrenders can take thirty (30) minutes or more. KC Pet Project
receives a high volume of calls each day, which are returned based on priority and in the order they are received. Appointments are scheduled based on appointment availability, available space within the shelter, and in consideration for KC Pet Project's capacity to care for the pet. Appointments are required if you need to surrender your owned pet to the shelter. As an open admissions municipal shelter, KC Pet Project only accepts animals from Kansas City, Missouri.

3. Have all veterinary records ready as soon as possible. Veterinary records can be sent by email to admissions@kcpetproject.org. It is important to ask your veterinarian to send your pet’s full written veterinary medical records and to include the animal’s name, the animal’s description, your first and last name, and your phone number. Please confirm that your pet’s records have been received prior to your scheduled appointment.

4. Have all of your pet’s medications readily available as well as your pet’s toys, leash, and other belongings from home.

What To Do For Your Pet’s Appointment

1. **Parking.** Parking for owner surrender appointments is available in the north parking lot. Surrendered owned animals are accepted by appointment only in the Admissions and Pet Support Center office located next to the vet clinic on the north side of Kansas City Campus for Animal Care.

2. **Secure your pet.** Please make sure all dogs are on leash and all cats are in a sturdy carrier. It is important to support the bottom of the animal carrier while you enter the building and to ensure any flexi-leads or retractable leashes are locked when you enter the building. This is required for your safety and your pet’s safety.

3. **ID and payment.** Bring your current, valid photo ID or other proof of residency for Kansas City, Missouri, and the $20.00 surrender fee to help cover the cost of the animal while in our care. KC Pet Project accepts cash and major credit/debit cards. KC Pet Project does not accept personal checks.

4. **Records and medications.** Bring all of your pet’s veterinary medical records, including vaccination history, with you to your appointment. This is incredibly important if you have not confirmed the receipt of your pet’s records prior to your appointment time. Please be sure to bring all of your pet’s current medications with you.

5. **Intake.** You should be prepared to spend up to thirty (30) minutes while at the shelter to answer additional questions about your pet and complete the required paperwork for owner/guardian pet relinquishment. The intake interview, including verification of all information, as well as the completion of paperwork is required. The transfer of ownership to the shelter requires an owner’s signature by law. The owner must be 18 years of age or older, or accompanied by a legal guardian who is 18 years of age or older.