



**KC PET PROJECT ♡**  
**REHOMING**  
**PLAYBOOK**

# TABLE OF CONTENTS

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- 01** SUPPORT & SERVICES
- 02** TIPS & TRICKS FOR REHOMING
- 05** MEETING POTENTIAL ADOPTERS
- 06** THE ADOPTION PROCESS
- 09** DOG ADOPTER QUESTIONNAIRE
- 10** CAT ADOPTER QUESTIONNAIRE
- 11** TRANSFER OF OWNERSHIP AGREEMENT



# SUPPORT & SERVICES



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## 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. 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.

# 5 TIPS FOR AWESOME PET PHOTOS

**1 GET ON THEIR LEVEL**  
Getting down on the pet's level will create more personal portraits and highlight their unique traits.



**2 USE BURST MODE**  
Most cellphones have an action mode or burst mode. Use these to your advantage when the pet is being active. These modes work best when there is plenty of light so consider using this tip when you are close to a window or outside.



**3 MAKE NOISE**  
Making noise is a great way to get the pet to look your way. You can use your mouth or even a squeaker. Make sure you are ready to snap the photo when you make a noise to catch them looking directly at you. Who knows? Maybe you will even catch an adorable head tilt!



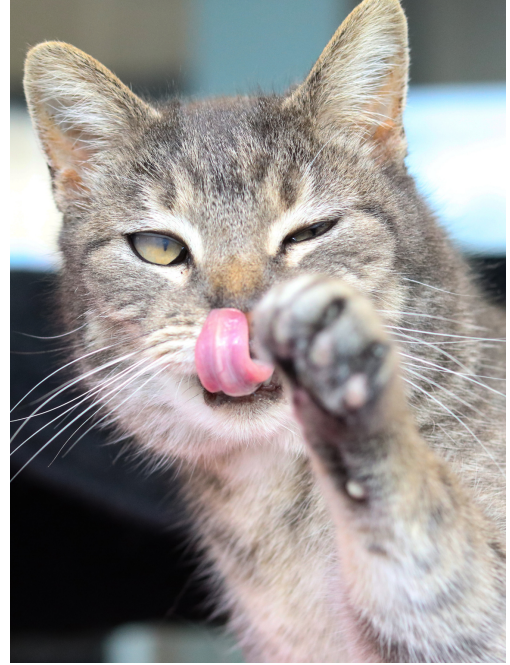
**4 NOTICE YOUR ENVIRONMENT**  
Some of the best photos come from an environment that is well lit and uncluttered (ex. a blank wall). If there are too many objects in the background it can take away from the subject...aka the pet. If there isn't enough light, the photo can turn out grainy and take away from their unique features.



**5 USE TIMING**  
Choose key moments throughout your day to capture their true personality. Nap time is a great way to get a peaceful photo (bonus tip: place their bed in a well lit area so you can get clear, sharp photos). Playtime is a great time to use the burst/active mode to catch how goofy they really are.



# TIPS & TRICKS FOR REHOMING



## 4 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.

Check out [Best Friends Animal Society](#) for some resources!

## 5 GET SOCIAL

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. 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 ONLINE 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. Checkout sites like Canva ([www.canva.com](http://www.canva.com)) or PicMonkey ([www.picmonkey.com](http://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



## 8 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 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!

**HOW TO Rehome YOUR PET**

**DID YOU KNOW?** 36% OF PETS ENTERING SHELTERS ARE SURRENDERED BY THEIR OWNER.

**REASONS SOMEONE MAY NOT BE ABLE TO CARE FOR A PET:**

- Job loss or losing income
- Sudden, expensive medical issues
- No affordable pet-friendly housing

**REHOMING YOUR PET YOURSELF IS USUALLY A BETTER OPTION THAN BRINGING THEM TO THE SHELTER!**

- It's more humane for the pet, and for the animals who need shelter services
- Being able to choose—and stay connected to—the new owner gives peace of mind

- 1 Reach out to your network. Talk with your friends and neighbors. Post to social media rehoming groups, and ask friends to share the posts.
- 2 Post to self-rehoming platforms like home-home.org and www.adoptapet.com, where owners who need to find new homes for their pets, can match up with potential adopters.
- 3 Check in with your local animal shelter for support. Many shelters can post adoption listings, and help market owned pets who need to be rehomed.

**IF YOU'RE FACING A CRISIS, GIVING UP YOUR PET MAY NOT BE YOUR ONLY OPTION.**

Your local animal shelter can tell you about pet food banks, low cost or free veterinary services, crisis fostering for pets who need a safe temporary place to stay, pet mutual aid organizations, assistance paying pet deposits, and more.

**HUMAN ANIMAL SUPPORT SERVICES**  
BY WHATEVER PETS BELIEVE!

# 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.

# THE ADOPTION PROCESS

ONCE YOU HAVE FOUND THE PERFECT HOME FOR YOUR PET, THE ADOPTION PROCESS CAN BEGIN

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## 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.

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## 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.

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## 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

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## 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.

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## **CONTACT US**

7077 Elmwood Avenue, Kansas City, MO 64132  
816-683-1383 | [www.kcpetproject.org](http://www.kcpetproject.org)  
[rehome@kcpetproject.org](mailto:rehome@kcpetproject.org)

# 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

# TRANSFER OF OWNERSHIP AGREEMENT

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)*:

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

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MONTH			DAY			YEAR			

**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

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MONTH			DAY			YEAR			

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