



## Montgomery County Animal Services and Adoption Center Adoption Checklist

Name: \_\_\_\_\_

Date: \_\_\_\_\_

#1. Can you take an animal home within the next 24 hours?

- Yes
- No

#2. Do you have all required materials with you today?

- Yes

I have all the following items with me (**all materials will be verified by the Customer Service Representative**):

**N/A Required (Please check one box per line)**

- Driver's License or government issued ID
- Lease if renting with pet addendum. **Pet addendum must list size/breed/species/number of animal's restrictions**
- Letter of authorization from homeowner allowing the type/breed/number of pets you want if there is no formal lease. **Adult children whose parents are homeowners must have at least one parent with them or have a signed, dated letter from the homeowner in-hand**
- Current Montgomery County pet License for cats and dogs, rabies certificate for ferrets in home
- If not in Montgomery County jurisdiction, valid rabies vaccination certificate for dogs, cats and ferrets in home
  
- No, I need to bring in \_\_\_\_\_

***Present this form when you return with your completed items to continue in the adoption process.***

#3. Please fill out and submit a questionnaire to the Customer Service desk. Have your identification ready to present along with your questionnaire.

#4. Please get a buzzer, and a slip of paper and pencil from Customer Service, walk around to view the animals, and pick 1 animal you would like to meet and possibly adopt. When your buzzer goes off, it is time to meet with an adoption counselor to meet your potential new pet!

***\*\*\*IMPORTANT NOTE: Animals will not be reserved for people unprepared to take an animal within the 24-hour period. Animals will remain available to other potential adopters. Questionnaires will only be taken for people ready to adopt today.***

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