

Mission Viejo Animal Services

Animal Relinquishment Request Form



The Mission Viejo Animal Services Center will make every attempt to assist you in rehoming your pet. We understand that individuals may find it necessary to surrender their pets due to unexpected life changes or unforeseen circumstances. We understand that this is a difficult decision for you, and we will make every effort to find your pet a new and permanent home. That may mean we will take the dog into our program, or it may mean that we will give you other resources to rehome your pet such as veterinary or rescue referrals. Acceptance into our program is based on many factors including but not limited to:

- Available kennel space
- General health and overall condition of the pet
- Medical and behavioral history
- Owner's agreement to return if the animal is unadoptable

After you submit your application, it will be reviewed within 24-48 business hours and our staff will contact you. If the relinquishment application is approved, your pet must pass a temperament evaluation and a health assessment prior to entering into our program. There is also a fee to relinquish your pet. Relinquishment fees are as follows:

RESIDENT:	NON-RESIDENT:
Cats: \$25	Cats: \$100 Unaltered/ \$60 Altered
Litter of Kittens (under 6 months):	Litter of Kittens: Same as residents
1 to 2: \$25 each	
3 or more: \$50	
Dogs: \$45	Dogs: \$100 Unaltered/ \$60 Altered
Litter of Puppies (under 6 months):	Litter of Puppies: Same as residents
1 to 2: \$45 each	
3 or more: \$90	

-----Relinquishment Questionnaire-----

Name: _____
 Street address: _____ City, State, Zip: _____
 Home phone number: () _____ - _____ Cell number: () _____ - _____
 Email: _____

Animal's name Type/Breed Age Sex Spayed/Neutered Licensed
 (Certificate of Sterility required) (What city/county?)

Why are you no longer able to keep your animal? _____

Are you the owner of this animal? _____ If not, who is the actual owner? _____

If you are not the owner of this animal, the animal owner must complete this form.

How long have you owned this animal? _____

Where did you obtain the animal from? _____

Behavior

Please describe your animal's temperament: _____

Has your animal been around children? _____

If yes, describe behavior around children: _____

How does your animal react around strangers? _____

If your animal is fearful, describe behavior: _____

Has your animal ever been around dogs? _____ If yes, describe behavior: _____

Please describe the temperament of dogs that your animal prefers: _____

Has your animal ever been around cats? _____ If yes, describe behavior: _____

Has your animal ever bitten or attempted to bite a person? _____

Has your animal ever bitten or attempted to bite or attack another animal? _____

Does your animal growl or attempt to bite when you or anyone comes near his/her food or toys?

Is your animal potty trained (for dogs) or litter box trained (for cats)? _____

If your animal is a male cat: Does your cat spray? _____

If your animal is a cat, is your cat allowed outdoors? _____

Medical

Do you have a current veterinarian? ____ If yes, list name and phone number: _____

Do you have veterinary records for this animal that you can provide? _____

Please bring ALL veterinary records upon application approval.

Is your animal current on his/her rabies inoculation? ____ If yes, date of last shot: _____

Does your animal have any illnesses or injuries that he/she is or has been treated for? _____

If yes, list illness/injuries: _____

Is your animal currently taking any medication? ____ If yes, list medication: _____

If deemed necessary, are you willing to have your animal examined by a veterinarian prior to releasing the animal into the custody of the shelter? _____

Are you aware of the established non-refundable animal relinquishment fee? _____

Are you willing to return and retrieve your animal if he/she is deemed unadoptable while at the shelter?

I understand that the Animal Services Supervisor will review this questionnaire and that I will be contacted as soon as possible to discuss the relinquishment of my animal. I understand that acceptance is pending a behavioral evaluation and overall appearance of health.

Signature: _____ **Date:** _____

Owner Relinquishment Agreement



ATTACHMENT B (Relinquishment Policy & Procedures)

I _____ have determined that I am no longer able to care for my dog/cat and agree to relinquish ownership of that animal to the City of Mission Viejo. I understand that in doing so I agree to the following conditions: **Please initial each section upon reading**

- _____ 1. I relinquish all interest in this animal to the City of Mission Viejo and I release the City, its officers and employees from all claims, present and future relating to the disposition of this animal.

- _____ 2. I certify that, to the best of my knowledge and belief, this animal has not bitten any animal or person within the past ten (10) days.

- _____ 3. I understand and agree that if this animal, at any time, is deemed un-adoptable by the City of Mission Viejo after a minimum of two calendar days (48 hours) that I will retrieve this animal.

- _____ 4. I understand that if the City determines that it is in the best interest of the animal to be euthanized I will be given the opportunity to retrieve said animal.

- _____ 5. I understand and agree that I will pay a non-refundable animal relinquishment fee, and if I decide to return for this animal or if I am required to claim this animal by Animal Services, I will reimburse all medical expenses incurred while the animal was in the custody of City of Mission Viejo.

Owner's Signature

Date

FOR OFFICE USE

Date Rec.	Name of Employee	Date referred to the Manager
___/___/___		___/___/___

Initial each box upon completion.

_____ Copy of driver's license or California Identification attached to this form.

_____ Questionnaire has been reviewed for completeness

_____ License check completed.

Comments:

Animal Owner notified

_____ Approved _____ Denied Date _____

Animal Services Supervisor