

Courtesy Listing Procedure

United Animal Friends (UAF) will allow YOU to use OUR site and our experience to re-home your animal. Your animal stays in his home with you until a new home is found. This makes the move to a new home less traumatic for your animal.

- First, you and your animal must meet with a UAF Courtesy Listing Volunteer to receive a Courtesy Listing Packet. In this packet you will get two contracts: One is your Courtesy Listing Contract with UAF, the second is the Adoption Contract that will be used between you and the person who adopts your animal.
- At this meeting the UAF Volunteer will do an evaluation of your animal. If your animal is found to be appropriate for the UAF Courtesy Listing Program, the Volunteer will:
 - Take pictures of your animal which will be placed on our website.
 - Ask you some questions about your animal for the animal's biography which will go our web site.
- If your animal is 4 months of age or older, you must provide proof that your animal has been spayed or neutered. If unable to provide this proof then a veterinarian must verify that the animal has been altered.
 - If your animal is not spayed or neutered, you must make arrangements to have your animal altered. If you need financial assistance in order to have this done, UAF may be able to help. Proof of surgery will be provided to us by the veterinarian.
- You will need to provide proof the animal is up-to-date with vaccinations.
 - If you cannot provide this proof then you must make arrangements to have your animal vaccinated. Again, UAF may be able to help if this causes a financial burden. Proof of vaccinations will be provided to us by the veterinarian.
- If your animal has been altered and is up-to-date with vaccinations, you may reserve a spot to show your animal at one of our Adoption Events.
- We will post your animal on our Petfinder site with the UAF Volunteer as the contact.
 - Your animal may be posted at any age but can not be adopted until they are at least 8 weeks of age.
 - When potential adopters contact the UAF Volunteer they will be told that an Adoption Fee is required. This fee is usually \$90 but varies based on the age, size and medical condition of the animal.
 - Potential adopters will also be informed that a home visit is required.
 - If the potential adopter would like to see the animal, an appointment will be made that is convenient for you, the UAF Volunteer and the potential adopter.

- If an adoption takes place, the adopter will be required to:
 - sign an Adoption Application
 - pay the Adoption Fee to UAF
 - set up a home visit
 - If the animal is not altered, the adopter will also be required to:
 - sign a Spay/Neuter Agreement
 - pay an additional \$25 Spay/Neuter Verification fee – this fee will be returned to the adopter when proof of alteration has been received by UAF

UAF requires an adoption fee for many reasons. Many folks just "want their animal to go to a good home". An adoption fee helps assure that the home is good in many ways.

- It shows that your animal has value! He is important to you and you want him to be special to someone else as well. There are many unscrupulous people out there looking for the "free to good home" animal. Many do NOT have your pet's best interest at heart.
- If a potential adopter can not afford a modest adoption fee, he cannot afford to take care of your animal's medical needs. You want the best for your animal. "Free" animals often become homeless animals. Please remember that we have many years of experience in placing animals.
- For animals who have not been altered, this fee helps to offset the cost of the spay/neuter.

The goal of the UAF Courtesy Listing Program is to enable you to be part of the adoption process. Many caring owners want to see that their animal goes to a good home. Because our Foster Homes are often full to capacity, keeping your animal in your home until a new home is found, speeds up the process of re-homing your animal.

Even if this is not the program for you, we wish you success in re-homing your animal.

United Animal Friends, P.O. Box 11133, Prescott, AZ 86305 928-778-2924