

## Cat Placement Check List

- Ensure the adopter is ready for the cat with the necessary food, litter, bowls, carrier, etc.
- Schedule the placement for a date and time that works within everyone's schedule.
- Prepare three copies of the completed contract with all medical information that you have. (the Cat Coordinator may help with this, especially for the Cat Tracking number)
- Prepare an adoption folder – at minimum this will include the cat adoption contract and copies of all medical records. (Be sure to save the records after each vet visit) The adoption folder may also include information about PAW or general information about owning a cat.
- Upon arrival at the adopter's home, mutually decide the best place to release the cat. For some cats, a quiet isolated room may be best. Wherever the cat is release, ensure it knows where the litter box is.
- Once the cat seems relatively comfortable, you can do the paperwork.
- Have the adopter sign all three copies of the contract and you will do the same. You can sign for PAW and be the witness. Be sure to include your contact information in case the adopter needs to reach you for any concern or just to send you an update. (You can write your contact information on the adopter's copy of the contract)
- The adopter should make the check payable to PAW, Inc. for the amount specified in the contract.
- Leave one copy of the contract with the adopter, keep one for your records and the other one you will mail into PAW.
- After the placement, send an email to confirm the adoption to the Cat Coordinator. They will ensure the web page gets updated with the adoption status and will report it in PAW This Week.
- It is recommended to hold onto the contract and adoption check for about a week to 10 days. During that period, please check in with the adopter to see how things are going.
- Once it appears that everyone is settling in well, please send the adoption check and one copy of the contract to:
  - PAW, Inc.
  - P.O. Box 1074
  - Greenbelt, MD 20768
- Contact the Cat Coordinator if you are interested in fostering another cat.