



## **Guilford County Animal Services – Transfer Partner Agreement**

<b>Transfer Partner Name</b>	
<b>Address</b>	
<b>Primary Phone Number</b>	
<b>Email</b>	

The Transfer Partner named above has been approved as a Transfer Partner with Guilford County Animal Services.

The below outlines the Transfer Partner Agreement and Expectations:

### **SECTION 1: Transfer Partner Expectations**

- ❖ Every animal released from the Guilford County Animal Services (GCAS) into our program will be spayed or neutered by age 6 months or within 30 days of acquiring from the Guilford County Animal Shelter, whichever occurs first. The cost of the spay or neuter surgery will be at the expense and responsibility of our organization if not already performed by Guilford County Animal Services. Animals sterilized by GCAS prior to transfer will be available at the approved Transfer Partner Sterilization fee unless exempted from the fee per the guidelines below.
- ❖ All animals will be microchipped either, prior to transfer by the Guilford County Animal Services, or prior to final adoption. If the animal is microchipped by GCAS prior to transfer, the Transfer Partner will be responsible for the cost of the microchip at the established fee.
- ❖ We understand that all dogs, cats and ferrets four (4) months of age or older must be vaccinated against Rabies.
- ❖ The ownership of any transferred animal from Guilford County Animal Services will transfer to the Transfer Partner with full liability for any further costs associated with care and/or damage (physical, property or bodily) done by the transferred animal(s).
- ❖ Transfer Partners and their representatives entering into a partnership with Guilford County Animal Services will refrain from perpetuating rumors, and distributing inaccurate information about Guilford County Animal Services and its staff through email, social media or any other form of communication.
- ❖ If a Transfer Partner has a question or concern regarding Guilford County Animal Services practices, all Transfer Partners are welcome to address their concerns with the Rescue / Foster Coordinator, Animal Operations Manager, and/or Animal Services Director.
- ❖ All animal(s) within a Transfer Partner’s care will be provided adequate food, clean water, shelter, safe containment, appropriate veterinary care and humane treatment at all times.

### **SECTION 2: Definition of No –Fee Transfer Candidates**

The following criteria make an animal a transfer candidate:

- ❖ Designated as “Transfer Partner Only” by the Shelter Management Team
- ❖ Designated as “Medical 1” or “Medical 2” according to the GCAS Medical Transfer Guidelines, or designated as “Medical 3” and approved for a waiver of fees by the Medical Director or Animal Services Director.
- ❖ Length of Stay is greater than seven (7) days after becoming available for adoption at the Guilford County Animal Shelter
- ❖ Space (This will be determined by the Animal Services Director or Operations Manager)
- ❖ Reclaim (if the animal originally came from your organization)
- ❖ Mom & Litter (if you take the litter, you must take the full litter and the mom)
- ❖ Too young for adoption floor (as determined by the Animal Care or Medical Team)

### **SECTION 3: Other Animals Not Fitting the Above Criteria**

- ❖ Animals available to the general public that DO NOT fit the above stated Definition for No-Fee Transfer Candidates, can be adopted by the Transfer Partner at the same fees that would apply to the general public.
- ❖ An authorized representative from the Transfer Partner must come to the Animal Shelter, during adoption floor hours, in person to meet the animal and place the deposit. All animals are adopted on a first come, first serve basis. Deposits will not be taken over the phone. This is the same standard applied to the general public for all adoptions. Transfer Partners may not “tag” animals on stray hold with the intent of adopting them once they become available.
- ❖ Animal Shelter Management reserves the right to adjust adoption fees based on the needs of the Animal Center.

### **SECTION 4: General Considerations for Transfer Partners**

- ❖ All potential transfers must be communicated to the Rescue / Foster Coordinator prior to scheduling transfer.
- ❖ All animals held during stray hold for any Transfer Partner must be transferred out within 72 hours of their available date.
- ❖
- ❖ When a Transfer Partner desires an opportunity to behaviorally assess animals, or select multiple animals for transfer, the partner must schedule an appointment in advance with the Rescue / Foster Coordinator.
- ❖ Transfer Partners may not access any publicly restricted areas of the Guilford County Animal Shelter without staff escort. Entrance into the medical treatment areas, surgical building, and euthanasia areas are prohibited.
- ❖ Any and all requests for accommodations or extensions made by Transfer Partners from provisions in this section shall be brought to the attention of the Rescue / Foster Coordinator.
- ❖ Core vaccinations (DAPP-v, Bordetella, and Rabies for dogs; FVRCP and Rabies for cats) and diagnostic testing (Heartworm for dogs; FeLV or FIV/FeLV for cats) will be provided by GCAS staff prior to transfer. However, GCAS staff reserve the right to defer responsibility of these procedures to the Transfer Partner if it is determined that administering the vaccine or test would be a safety risk for the animal or staff
- ❖

**SECTION 5: Terminating Partnership**

- \* Termination, at any time, of this partnership can be made by either party with written notice.
- \* Guilford County Animal Services reserves the right to determine what action, if any, may be taken upon notification of non-compliance of this Transfer Partnership Agreement.

**SECTION 6: Indemnification**

- \* The applicant, in his or her capacity as President and/or Director of the Transfer Partner, hereby agrees, on behalf of himself or herself and all other agents and successors of the Transfer Partner, to indemnify and hold harmless Guilford County, its officers, employees, and agents from all losses, suits, damages, or costs arising from participation in the Transfer Partnership Agreement, including, but not limited to, personal injury, damage to property, damage or injury to pets, and all costs and fees accrued in the provision of care, maintenance, and medical care of the animals.

**SECTION 7: Initial Approval**

- \* The following documents must be submitted to the Rescue/ Foster Coordinator in order to receive approval to become a Transfer Partner with Guilford County Animal Services: signed GCAS Transfer Partner Agreement, Non-Profit (501(c)3) designation letter, adoption guidelines utilized by the Transfer Partner, and a veterinary letter of recommendation.

**SECTION 8: Renewal of Agreement**

- \* All Transfer Partnership Agreements terminate on June 30<sup>th</sup> annually.
- \* Transfer Partners will need to renew their agreements prior to June 30<sup>th</sup> of each year in order to continue to transfer out animal(s) from the Guilford County Animal Services.
- \* Upon first signature of this Transfer Partnership Agreement, the first renewal will be the following June 30<sup>th</sup> and then every June 30<sup>th</sup> thereafter.
- \* Agreements will be reviewed and updated annually.

**SECTION 9: Signatures**

Printed Name of Transfer Partner President / Director: \_\_\_\_\_

Signature of Transfer Partner President / Director: \_\_\_\_\_

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

Rescue / Foster Coordinator Signature: \_\_\_\_\_

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

Animal Services Director Signature: \_\_\_\_\_

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

## **Attachments**

- ✿ Transfer Partner Profile
- ✿ Non-Profit Status (501c3)
- ✿ Adoption Policy
- ✿ Veterinary letter of recommendation