



HOUND HAVEN PH

Policies and Procedures

Adoption Process

1. Download and accomplish an **adoption application form** from the Hound Haven website. Send a copy of completed form to contact@houndhavenph.org with the subject "Adoption Form."
2. Wait for a **confirmation email** from Hound Haven that will also contain the recommended date and time of your initial interview. Reply to the email to either confirm the appointment or request for another schedule. The initial interview can be conducted via phone.
3. If your initial interview is successful, you will be asked to schedule a **first visit** to the Center. If you have not yet identified a K9 you want to adopt, the first visit will allow you to interact with different dogs. Adopters who have already chosen a dog will get to interact longer and exclusively with their chosen companion. We recommend bringing family members and/or house pets to the interaction since they will also need to meet the K9.
4. A **second visit** will be devoted to discussing the K9s medical history and health condition. We will endeavor to have our partner veterinarian present during the visit, although a separate phone discussion with the vet is also possible if the vet is unavailable during the second visit
5. A **third visit** will be scheduled to discuss the K9s behavior. In here, we will discuss our assessment of the K9s temperament, with input from our handlers and our behavior specialist. As with the first visit, it is important to have family members attend the third visit.
6. Optionally, we may conduct a **home visit** to assess the environment in which the K9 will be placed. During the home visit, we may make recommendations (e.g., sealing an exit, adding a barrier, identifying areas to put the K9 or places to avoid) to ensure the K9's safety.
7. If you are successful in your application, we will then process the adoption fee of Php3,000-Php5,000, depending on the K9s accumulated medical expenses. You will also be asked to sign a waiver to indicate your commitment to taking care of the K9.
8. We will work with you to arrange appropriate transportation of your new companion to your home.

Please note we may increase or decrease the number of required interactions depending on our assessment. We may also cut the application process should there be indications that: 1) there isn't an appropriate 'fit' between the dog and the applicant and/or 2) the applicant does not espouse the same principles and values with regards to breeding, animal hoarding, responsible pet ownership, etc.