



CPASC – Transfer Partner Agreement

Transfer Partner Name -

Address

Primary Phone #

Email

The Transfer Partner named above has been approved as a Transfer Partner with Craven-Pamlico Animal Services Center.

The Transfer Partner Agreement and Expectations are outlined below:

SECTION 1: Transfer Partner Expectations

- ◆ Every animal released from the Craven-Pamlico Animal Services Center (CPASC) into a Transfer Partner’s program will be spayed or neutered by 6 months of age OR within 30 days of acquiring from CPASC, whichever occurs first. The cost of the spay or neuter surgery will be at the expense and responsibility of the Transfer Partner if not already performed by CPASC. *Animals sterilized by CPASC prior to transfer will be subject to the approved Transfer Partner Sterilization fee (\$50/dog; \$25/cat).*
- ◆ All animals will be microchipped by the Transfer Partner prior to final adoption.
- ◆ The ownership of any transferred animal from CPASC 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 a partnership with CPASC will refrain from perpetuating rumors and distributing inaccurate information about CPASC and its staff through email, social media or any other form of communication.
- ◆ If a Transfer Partner has a question or concern regarding CPASC practices, all Transfer Partners are welcome to address their concerns with the Shelter Admin Supervisor (*Catt Duenas*), Shelter Operations Supervisor (*Alyssa Merget*), and/or the Animal Services Director/Veterinarian (*Dr Tanya Osler*).
- ◆ 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 always.

SECTION 2: General Considerations for Transfer Partners

- ◆ All potential transfers must be communicated to the Shelter Admin Supervisor prior to scheduling transfer.
- ◆ 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 Shelter Admin Supervisor OR Rescue Coordinator (*Joey Bahr*).
- ◆ Transfer Partners may not access any publicly restricted areas of CPASC without staff escort. Entrance into the medical treatment areas, surgical building, and euthanasia areas are prohibited.
- ◆ All requests for accommodations made by Transfer Partners from provisions in this section shall be brought to the attention of the Shelter Admin Supervisor and Rescue Coordinator.
- ◆ Core vaccinations (DAPP, 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 CPASC staff prior to transfer. However, CPASC 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 3: Terminating Partnership

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

SECTION 4: 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 Craven 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 5: Initial Approval

- ◆ The following documents must be submitted to CPASC in order to receive approval to become a Transfer Partner with CPASC: signed CPASC Transfer Partner Agreement, Non-Profit 501(c)3 determination letter, adoption guidelines/process utilized by the Transfer Partner, and a veterinary letter of recommendation.

SECTION 6: Renewal of Agreement

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

SECTION 9: Signatures

- ◆ Signature of Transfer Partner President / Director: _____
- ◆ Printed Name of Transfer Partner President / Director: _____
- ◆ Date: _____

CPASC Rescue / Foster Coordinator Signature: _____ Date: _____

CPASC Admin. Supervisor Signature: _____ Date: _____

CPASC Director / Veterinarian Signature: _____ Date: _____