



Animal adoption process at RSPCA Manchester and Salford

Please see details below about how the adoption process works:

Step 1 - Before applying

We are still operating on a remote rehoming model, which means you won't be able to meet an animal before you adopt them either in the animal centre or in their foster homes. This is because we want to make sure we keep everyone healthy and safe, so we can continue with our vital work.

Instead we offer virtual meet and greets, where suitable, with the animal's carers so you can learn all about them and see them interacting with people they are familiar with.

We appreciate that this process may not suit everyone, which is why we want to make you aware of this before you apply to adopt.

Step 2 - Applying to adopt an animal

- If you would like to apply to adopt an animal you have seen on 'Find a Pet' at www.rspca.org.uk then you will need to complete an application form (Perfect Match Form).
- Before you complete the form, please ensure that you have read the adoption write up fully and are able to meet any particular requirements e.g. location, type of home, people in the home etc.
- Please provide information that enables us to see how you can match the rehoming needs of the animal.

Send completed application forms to adoptions@rspca-manchesterandsalford.org.uk

NB the form is not mobile friendly so you can email over the answers if needs be.

Step 3 - Application form

- We contact potential adopters in the order we receive (suitable) applications.
- We arrange a time during the day to discuss your application and answer any questions you may have. You need to respond quickly as we may also have contacted other suitable applicants at this stage.
- If you feel you would like to move forward to the next step then we arrange a 'virtual viewing', usually within 3 days.
- This is the stage at which you will be given first refusal to adopt and no-one else will be referred to meet the animal until you have made your decision.
- However, if you rent your property then we will need to see your 'landlord permission' at this stage and evidence, where applicable, that any existing animals in the home are up to date with vaccinations (e.g. photo of vaccination care) and proof of neutering.

NB If you have not received a response from us within two working days then please assume that, on this occasion, that you have not been successful. The main reasons why people are unsuccessful is because there have been several applications for the same animal, or the applicant does not meet the animal's rehoming needs.



Step 4 - 'Meeting' the animal(s)

- The 'virtual meet and greet' is an opportunity for you to see the animal and how they interact with familiar carers. You can ask any questions you like, so please feel free to make a list.
- After 'meeting' the animal we ask that you let us know whether you would like to offer them a home by the following morning.
NB Time is of the essence in receiving your response so we can respond to other potential adopters.
- If you would like to offer them a home we will place a **7 day reserve** on them. This means the animal needs to be able to move in with you within 7 days.
- We will then ask you to provide the information in Step 5.

Step 5 - 'Virtual' home visit

- We need you to send either photos or a video of your home, although this does not need to include your bedroom or bathroom. If relevant we will also ask to see the room you dedicate to the animal(s) and your outdoor space.
NB we are simply looking to spot anything that may be helpful to prevent any accidents or injuries and reduce stress for the animal. This stage can often be done during the 'virtual meet and greet' if preferred.
- Proof of your ID that shows you occupy the home stated on your application form, e.g. Driver's License).

Step 6 - Getting ready

- We will send over to you pre-adoption information, which is essential reading prior to adoption as well as a 'shopping list'.
- We supply information about feeding, essential resources (and where to locate them), flea & worming treatment, and general care advice so you know what to prepare and purchase.
- We are here to help so please ask us any questions and feel free to send us links to potential purchases to check for suitability.
- For small furrries - we will need to see photos of the animal accommodation all set up prior to arranging collection.

Step 7 - Collection

- In most instances you will collect your new companion from our animal centre in Weaste, Salford.
- The address is not advertised on the internet but we will provide it once the collection is confirmed.
- We are open 7 days a week and will be as flexible as possible about the collection time, but generally the latest time is 17.30.
- You will need to bring a suitable carrier with you, e.g. a hard pet carrier.
- To help the animal(s) settle into their new home we provide items from their pen that they have used and have their scent on, e.g. cardboard box/scratcher, favorite toy, bedding etc.

NB if you are reliant on public transport please let us know, we prefer to deliver to you where possible.



Step 8 - Adoption and payment

To finalise adoption we send via email:

- Adoption form
- Animal's veterinary history - when neutered, vaccinated, treatment received etc
- Free pet insurance leaflet - 4 weeks free cover that the adopter needs to activate
- Our bank details so you can pay the adoption fee.

We are keen to assist to the best of our abilities and within the resources we have available; if you have any additional needs that we can offer support with during the adoption process please let us know.

RSPCA Manchester and Salford promotes a culture of respect for animals and people alike. We strive to continuously improve our processes through a combination of listening and collaborating.