

STRAY ANIMAL AND ANIMAL SURRENDER SOP FOR RESIDENTS

DOMESTICATED CANINES/FELINES ONLY

- Residents should call the Knox Hills maintenance office at 502-799-6565 to report a stray cat or dog 24 hours a day. If calling out of normal business hours, please choose “Option 4” which is the option for stray cat or dog and pest control. Knox Hills will then contact an animal control specialist.
- The animal control specialist will respond to the following:
 - Stray cat or dog in an area of post that Knox Hills manages (the Knox Hills footprint).
 - Animal must be a stray and not an animal a resident wishes to surrender to the shelter.
 - As the safety of our residents is of paramount concern, Knox Hills does not recommend or encourage residents to engage with stray animals. We ask residents to contact our maintenance department and provide an accurate location of where the stray was last seen.
- Once a stray animal is identified and called into Knox Hills Maintenance, a licensed animal control specialist will be contacted by Knox Hills. The specialist will then engage the stray and scan for a microchip and/or ID tag.
 - If the owner can be located and contacted immediately, the animal control specialist will work with the owner to have the animal returned.
 - If the owner cannot be immediately located the animal will be transported to Hardin County Animal Control.
 - If the animal is delivered back to the owner, there will be a \$80 handling fee charged to the resident by their community office.
 - If the animal is transported to the Hardin County Animal Control shelter by Knox Hills’ staff, the cost for the resident to retrieve the animal will be a \$149.23. The fee will be billed to the resident by Knox Hills.
- Knox Hills will not be responsible for the collection or acceptance of animals voluntarily surrendered by a resident. If a resident decides to surrender a dog or cat, it is the resident’s responsibility to transport the animal to the Hardin County Animal Shelter, which is located at 220 Peterson Dr. Elizabethtown KY. The resident must present a valid ID and will be charged a shelter “surrender fee” of \$149.23 which will be billed to the resident by Knox Hills.
- **ANY INJURED OR ILL ANIMALS CAPTURED WILL BE IMMEDIATELY TAKEN TO THE FT. KNOX VETERINARY CLINIC FOR TREATMENT.**
- Resident must sign an acknowledgment form of receipt before animal(s) can be returned to them.

REV: 01/25/19