



EXPRESS BOARDING CHECK-IN FORM

**\*\*You must complete a form for EVERY PET being admitted for boarding\*\***  
**\*\*Form must be filled out completely\*\***

Client Name: \_\_\_\_\_ Pet Name: \_\_\_\_\_  
Contact Numbers while pet is boarding: \_\_\_\_\_  
Arrival Date: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_ Pick-up Time: \_\_\_\_\_

**Emergency Contact Information:** (Please list at least one)

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Is anyone other than you authorized to pick this pet up from Boarding? If yes, Please list below:

\_\_\_\_\_  
\_\_\_\_\_

**Vaccine Requirements:**

All pets must be up to date on required vaccines. If pets are found to be overdue or if vaccines cannot be verified by phone or fax, they will be given upon admittance for boarding.

Last vaccination date: \_\_\_\_\_  
Name of clinic/hospital: \_\_\_\_\_ City,State: \_\_\_\_\_

**Microchip Requirements:**

All boarding pets must have a microchip to ensure positive patient identification. If your pet does not already have a microchip we will issue one upon admittance for boarding.

Does your pet have a microchip? YES NO UNSURE

**Feeding Instructions:**

All boarding pets are fed Hill's Science Diet. We are happy to feed other diets at your request. If you plan to bring your pet's food, be sure to write your pet's name and your last name on any containers or bags you're leaving with us. Additional charges may apply if Prescription Diets are requested and not provided by pet owners.

Normal Diet fed: \_\_\_\_\_ Amount fed: \_\_\_\_\_ Times fed: \_\_\_\_\_

Are you providing food for your pet to eat while boarding? YES NO

Are you providing treats for us to give to your pet? YES NO

If yes, how often should these be given? \_\_\_\_\_

**Please note we do not allow patients to have RAWHIDES, GREENIES or PIG EARS while boarding.**

**Preventative Care:**

Type of Heartworm preventative given: \_\_\_\_\_ Date last given: \_\_\_\_\_

Type of Flea preventative given: \_\_\_\_\_ Date last given: \_\_\_\_\_

All pets must be free of internal and external parasites. Any pets found to have fleas, ticks, intestinal parasites or fungal infections will be treated immediately at the owner's expense.

**Medications:**

Please list any medications to be administered while boarding. Please note that there is a \$3.00 charge per time medications are administered (i.e. twice daily medications = \$6.00 per day)

Name of Medication and Strength (mg, etc.):

When given:

\*Please use additional paper if needed\*

_____	_____
_____	_____
_____	_____
_____	_____

**Personal Belongings:**

We provide bedding for every patient. **We do not allow personal bedding, clothing or towels to be left with boarding pets as they can become soiled or damaged.** We allow each patient to have two (2) toys in their boarding compartment. Please be sure all toys are at least 3 inches in diameter (this is important because smaller toys can go down our drains). We do not allow bones of any type (including Nylabones) due to size restrictions. **All items being left must be labeled with your pets' first and last name.** Any items that become soiled will be cleaned/sanitized in a commercial grade system. **MSAH will not be responsible for any damages to or loss of personal items left with your pet.**

Please provide a detailed list of any items being left with your pet.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Services:**

Please circle any additional services you would like performed:

Bath

Nail Clip

Ear Cleaning

\*\*Please note that Grooming Services (haircut, etc.) must be scheduled in advance through the main hospital\*\*

Does your pet need to be examined by a veterinarian? YES NO

If yes, please fill out the following:

Reason for Visit \_\_\_\_\_ Duration \_\_\_\_\_

List any other problems noted: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preference for Doctor: \_\_\_\_\_

Is your pet scheduled for a Surgical Procedure or Dental Procedure while Boarding: YES NO

*If yes, you must download and complete our **Surgical/Hospitalization** form and return when admitting your pet for boarding.*

**\*Pets having medical/surgical procedures must be discharged by a doctor during normal office hours\***

**Should a Hurricane threaten the area my pet will:**

\_\_\_\_\_ **Remain boarding at MSAH**

\_\_\_\_\_ **Be picked up as soon as possible**

\_\_\_\_\_ Initial here if you'd like your pets to share a boarding compartment. List pets to be boarded together below:

Please sign below that you have read and understood the following Boarding Guidelines.

- Should a pet become ill during their stay, we will make every reasonable effort to contact the owner and advise them of the situation. Until that time, MSAH will be authorized to give the necessary care or treatment for the pet at the owner's expense.
- All pets must be free of internal and external parasites. Any pets found to have fleas, ticks, intestinal parasites or fungal infections will be treated immediately at the owner's expense.
- All pets must be up to date on required vaccines. If pets are found to be overdue or if vaccines cannot be verified by phone or fax, they will be given upon admittance for boarding.
- There is always a 2 day minimum board rate and a 4 day minimum board rate for holidays. All rates start on the day the pet is admitted for boarding. Animals picked up prior to Noon will not be charged for that day of boarding.
- Boarding pets can only be picked up from our main hospital (101 Metairie Road) during the following times:  
Monday—Friday 8 am—5:30 pm                      Saturday & Sunday—8 am—5:00 pm
- If picking your pet up from an Outpatient Clinic, please call the appropriate location to set up a pick-up time:  
Williams Blvd. 504-443-4400                      West Esplanade 504-455-2345

---

Signature of Owner/Agent

---

Date