CITY OF ALHAMBRA
FINANCE DEPARTMENT
111 S FIRST ST, ALHAMBRA, CA 91801
Tel:(626) 570-5020 Fax: (626) 308-4868

ANIMAL TRAP USAGE POLICY

The City of Alhambra provides use of animal traps for residents at no cost.

Deposit -- A deposit of **$100.00** must be made at the time of receiving an animal trap. Once the trap is returned, the $100.00 deposit will be returned in approximately 3- 4 weeks. Each use period is valid for one week (five working days). **NOTE**: **There is a $3.00 late fee for each day after the one-week period.** Example: If a trap is received on a Monday, it must be returned by the following Monday.

Extension -- A maximum of two one-week extensions beyond the initial one-week period may be requested. To request an extension, *the resident must call the City of Alhambra at* **(626) 570-5020** *prior to the end of the current one-week period*. The resident is responsible for the full cost of an animal trap if any damage or loss occurs.

ALL TRAPS MUST BE CLEANED PRIOR TO RETURNING. TRAPS NOT CLEANED WILL NOT BE ACCEPTED.

Trapped Animal -- Please call Los Angeles County Animal Control at (562)940-6898 or (626)281-4857 if an animal is trapped.

If the trap is not returned within 10 days after the last day of a 2nd one-week extension, the $100.00 deposit will be forfeited and an additional $20.00 will be assessed.

I certify that I have read the above statement and fully understand and agree to the terms:

X_____ _____/_____/_____ _____
Signature of Applicant Date Signature of Processing Clerk

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(**FOR FINANCE OFFICE USE)**

Name: _____ Daytime Phone: (____) ____-_____
Last Name, First Name
Address: _____ Alhambra, Ca. (91801 / 91803)

Initial Usage Date: ____/____/_____ By: _____

1st Extension Accepted on: ____/____/_____ By:_____

2nd Extension Accepted on:____/____/_____ By:_____

Reminder Call on: ____/_____/_____ By: _____

*Deposit Received Acct # 80-122C -- $100.00
***Late Charge ($3.00 per day)** 01-3820 -- $____
***Administration Fee $20** 01-3820 -- $20.00