



# Professional Housesitting by Denise

## Pet Sitting Services Information Sheet

Please complete this form and have it ready for your pet sitter during your scheduled initial interview.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Address: Street: \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ SC \_\_\_\_\_

Directions: \_\_\_\_\_

### Contact Information

In case of emergency, where can you be reached? City/State \_\_\_\_\_ Phone: \_\_\_\_\_

Name of relative or trusted friend: \_\_\_\_\_ Phone: \_\_\_\_\_

In case of inclement weather or natural disaster prohibiting our travel, please provide the name of a neighbor whom we may call to check on your home and pets.

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

### Pet Care Information (continue on additional sheets as necessary)

# Daily Visits	Pet's Name	Description	Age	Sex (m/n/f/s)	Rabies shots (dates)	History of illness, biting or declawed?	Micro chipped

Feeding schedule & diet <u>Morning</u> <u>Evening</u>	Exercise Routine	Meds?	Collar Color	Litter box location, supplies & cleaning instructions	Pet restrictions & comments

Location of food/snacks: \_\_\_\_\_ Leash location: \_\_\_\_\_

Will pet care be shared with anyone else?  YES  NO

If YES, give name, address, phone of person and details of the agreement (**See note #6 on page 4**)

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

Address: \_\_\_\_\_



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## Veterinarian:

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

Location: \_\_\_\_\_

In the *unlikely* event that you do not return from you trip, what arrangements should be made for long-term pet care?

In the unlikely event of your pet's death you will be notified and the pet will be held at your vet's office until your return – unless you specify other arrangements:

## Home Care Information

Light & blind adjustment: \_\_\_\_\_ Mail/newspaper placement: \_\_\_\_\_

Plant care: indoor/outdoor locations & watering frequencies: \_\_\_\_\_

Cleaning supplies: \_\_\_\_\_ Broom \_\_\_\_\_ Vacuum \_\_\_\_\_

Location of rags to wipe dirty pet feet: \_\_\_\_\_ TV or Radio left on for pet comfort?  YES  NO

Pet waste disposal: \_\_\_\_\_ Litter box contents: \_\_\_\_\_

Trash cans Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_ Garbage/recycle bins put out what day? \_\_\_\_\_

Location of fuse box: \_\_\_\_\_ Main water shut off: \_\_\_\_\_ Other: Sprinklers \_\_\_\_\_ Pool filter: \_\_\_\_\_

## Alarm Company Information:

Company: \_\_\_\_\_ Phone: \_\_\_\_\_ Keypad location: \_\_\_\_\_

Disarm Code: \_\_\_\_\_ Arm Code: \_\_\_\_\_ Safe Word: \_\_\_\_\_

Alarm Instructions: \_\_\_\_\_



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Company office phone: \_\_\_\_\_ Company Representative: \_\_\_\_\_ 2 Keys: \_\_\_\_\_ Keep: \_\_\_\_\_ Return: \_\_\_\_\_ Location: \_\_\_\_\_

After house emergency vet: \_\_\_\_\_ Referred by: \_\_\_\_\_ Groomer: \_\_\_\_\_

SC Emergency Care 132 Stonemark Ln 798-3837 \_\_\_\_\_

### SITTER'S USE ONLY:

Method of payment:

Check  Check # \_\_\_\_\_ Cash  Total Amount Paid: \$ \_\_\_\_\_

Fee per visit: \$ \_\_\_\_\_ X # Visits: \_\_\_\_\_ + Interview fee: \$ \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Overnight fees: \$ \_\_\_\_\_ X Nights: \_\_\_\_\_ = TOTAL \$ \_\_\_\_\_

Cancellation fee - \$25.00 per each instance  
Late Reservation Fee within a 48 hours - \$20.00  
Early return - deduct 25% of balance and credit paid visits for future

Client's signature confirms acceptance of contract and terms as listed on the reverse (page 4), receipt of company policies and review of above information sheet.

Client Signature: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Pet Sitting Service Contract

1. Pet sitter is authorized to perform pet and home care services as outlined in the information sheet contained on the preceding pages. Housesitting by Denise agrees to provide the services stated in this contract in a reliable, caring and trustworthy manner. In consideration of these services and as an express condition thereof, the client expressly waives and relinquishes any and all claims against the pet sitter except those arising from negligence or willful misconduct on the part of the pet sitter.
2. The pet sitter is authorized by signature on the reverse side to seek emergency veterinary care for the client's pets with release from all liabilities related to transportation, treatment, and expense. Should the specified veterinarian be unavailable, pet sitter is authorized to approve medical and/or emergency treatment (excluding euthanasia) as recommend by a veterinarian. The client agrees to reimburse pet sitter for expenses incurred plus any additional fees for attending to this or any expenses incurred for any other pet food, supplies, or home care needed. In the event of the clients delayed departure or early return home, the client is responsible to notify the representative in sufficient time to avoid the expense of unnecessary visits.
3. Interview fees are due at time of interview. 50% deposits are required to hold a space for pet sitting or housesitting for holidays (Thanksgiving, Christmas, Fourth of July). Fees for first-time clients are due in full prior to departure. Established clients are to pay fees before departure or with prior approval to mail in balance within 24 hours after arrival. If applicable, additional assessed fees (i.e. veterinary care, pet transportation, or the need to purchase pet food) should be mailed after discussing these items upon the client's return. In the event of a client's delayed return, additional visits on this contract should be mailed at the agreed contract rate.
4. In the event of inclement weather or natural disaster precluding safe travel, pet sitter is entrusted to use its best judgment in caring for pet(s) and home. Pet sitter will be held harmless from consequences related to such decisions.
5. If the primary pet care provided is unable to perform service, the client authorizes pet sitter to arrange for another Housesitting by Denise care provider to fulfill responsibilities as set forth in this contract.
6. The client's authorization for any other person; including housekeepers, contractors, family members, relatives, or friends and neighbors of any age; to enter the client's home during this or any future period constitutes a shared-visit arrangement. Because Housesitting by Denise does not have sole access to the client's home and does not exercise sole care for the client's pets, Housesitting by Denise cannot be held responsible for incidents involving the home or pets during such periods. Accordingly, the client hereby agrees to hold Housesitting by Denise harmless for any incidents involving the home or the pets during all periods of service that include shared-visit arrangements.
7. If the client requests that Housesitting by Denise leave the pet unattended for periods of time in an outside area, either around or near the client's residence, client hereby agrees to hold Housesitting by Denise harmless in the event of any injury or death to the pet occurring during times in which Housesitting by Denise, as requested by the client, leaves the pet unattended. This may include, but is not limited to, requests to leave dogs unattended on the client's property, either in an enclosed area or not, a cat left to roam outside of the home and its property, or a pet left in an electronic containment system (invisible fence) which may or may not be operational.
8. All pets are to be currently vaccinated. Should the Housesitting by Denise representative be bitten or otherwise exposed to any disease or ailment received from the client's animal, it will be the client's responsibility to pay all costs and damages incurred by the victim.
9. Pet sitter reserves the right to terminate this contract at any time before or during the term if Housesitting by Denise, in its sole discretion, determines that the client's pet poses a danger to the health or safety of the Housesitting by Denise representative. If concerns prohibit pet sitter from caring for the pet, the client authorizes pet to be placed in a boarding facility with all charges there from to be charged to the client.
10. The client authorizes this signed contract to be valid approval for future services of any purpose provided by this contract. Pet sitter is permitted to accept telephonic reservations for future service and update pertinent information without additional signed contracts or written authorization. This contract can be terminated at any time for any reason at the request of either party.

My signature on page 3 above of this contract confirms that I have received this Service Contract and Information Sheet for accuracy and understand the contents of this document

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