



Bay Area Pet Pals
PO Box 352 • San Carlos, CA 94070
(650)996-6652

www.BayAreaPetPals.com • info@bayareapetpals.com

Pet Sitting Information and Agreement

CLIENT & HOME INFORMATION: (please fill out only portions that apply to your home or pet(s).

Pet Owner's Name: _____ Name of Pet(s)*: _____

Address: _____ City _____ Zip _____

Phone: _____ Email Address: _____

Spouse's Name: _____ Phone: _____

Spouse's e-mail Address: _____

Landlord Contact Info (if applicable): _____

Emergency Contact and Phone Number: _____

Secondary Emergency Contact and Phone Number: _____

Client Travel Information (as Applicable):

Date leaving: _____ Time leaving: _____

Date returning: _____ Time returning: _____

Flight information: _____

Contact Information while away if different: _____

Phone while away: _____ Email Address while away: _____

Do you want a daily: Text e-mail Send to: _____

**For more than one pet, you may print and submit the additional Pet Information sheets as necessary. (see Pages 5-6)*

SECURITY SYSTEM (If applicable):

Company Name: _____ Security Co Phone Number: _____

Password: _____ Code: _____ Door Entering (must be near alarm): _____

Arming Instructions: _____

Disarming Instructions: _____

PROPERTY DESCRIPTION:

Security Fence: Yes No Gates Properly Working: Yes No

Invisible Fence: Yes No Pet Door: Yes No

Describe any problems with the fence (i.e. gate not easily latched, holes under fence, etc):

How will Sitter enter home or yard? _____

Location of cleaning supplies (waste bags, solvents, broom, dustpan, paper towels, etc.):

Will you have any one else on your property while you are away? (Relatives, Friends, House Cleaner, Gardener, etc):

Who: _____ When: _____ Why: _____

Who: _____ When: _____ Why: _____

Location of Emergency Shut Off Switches:

Gas: _____ Water: _____

Circuit Breaker: _____

Additional Notes: _____



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HOME INSTRUCTIONS:

Please let us know if there is anything out of the ordinary that we should know about your home (i.e. doors that stick, toilets or drains that don't work properly, etc.) _____

- Trash/Recyclables to curb? What days? _____
- Parking Details: _____
- Mail/Newspapers brought in? _____
- Plants to be watered and when (if applicable): _____
- Thermostat Location: _____
- Indoor/Outdoor Lights: Timer? Yes No
- Open and Close Curtains Daily? Yes No Turn On/Off TV or Radio? Yes No
- WI-FI Key Code & Network Name (so sitter can use own mobile device for communications- (for overnight stays only): _____

Please indicate the items your house sitter may use: *Please note: (*Applicable for overnight stays only.)*

- *Television - Location/Instructions: _____
- *Kitchen Area/Refrigerator Items (Please Specify): _____
- Which bathroom? _____
- *Location of bed for sitter? _____
- *Linens (Location and Specific Items): _____
- Cleaning Supplies, plunger, etc. : _____

Other: _____

Other Services Requested:

Where should we put your mail and newspapers?: _____

Location(s) and Type(s) and Frequency of Indoor Plants to Water: _____

Location(s) and Type(s) and Frequency of Outdoor Plants to Water: _____

Any Other Services Requested and Instructions:



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Pet Sitting Client Agreement:

The parties to this **Pet Sitting Agreement** (hereinafter referred to as the "Contract") and Bay Area Pet Pals (hereinafter referred to as "the Sitter") and _____ (hereinafter referred to as "the Owner").

Whereas the Owner wishes to engage the Sitter and the Sitter agrees to undertake the services under the terms and provisions defined in this Contract, as well as the Client and Home Information sheet, Pet Information sheet(s) and Veterinarian Release form, all of which shall become part of this Contract. Any reference to dogs or pets in this Contract shall refer to those specified on the Pet Information sheet(s).

1.) Relationship and Responsibilities: It is expressly understood that the Owner retains the services of the Sitter as an Independent Contractor and not as an employee. The Sitter shall be responsible for his/her insurance and all statutory declarations and payments with regard to income tax where applicable. The Sitter undertakes to perform the agreed-upon services in an attentive, reliable and caring manner, and the Owner undertakes to provide all necessary information to assist in this performance. The Sitter undertakes to notify the Owner of any occurrence pertaining to the pet(s) which may be relevant to the care and well-being of the pet(s). For dogs, the Sitter will be supplied and be equipped with waste bags and will duly remove the dog's feces from all public places. The Owner will provide suitable harnesses, collars and non-retractable leashes as approved by the Sitter, as well as a muzzle if required. If the Owner desires the dog's feet to be wiped off during wet weather, **Owner shall provide a towel to be left at the point of entry used by the Sitter.**

Initial: _____

2.) Compensation: The Sitter shall be paid the amount of \$_____ and no deductions shall be made for late departure or early return of the Owner. Fees must be paid IN FULL for service prior to work. A \$30 fee will be charged for all returned checks plus any bank fees incurred. Additional fees may include the purchase of necessary items for the care of the pet(s), including but not limited to pet food, litter or cleaning supplies, transportation, unexpected visits and emergency expenses for health care. The Sitter shall retain and submit receipts as proof of additional expenses. You will be charged a \$35 fee for our time to purchase these items. **Initial:** _____

3.) Duration: This Contract is for (please check one): **Pet Sitting Visits** **Overnight Stay Pet Sitting**

This agreement shall become effective on the first visit: Date: _____ **Time:** _____

This agreement shall terminate on the final visit: Date: _____ **Time:** _____

For Overnight stays: Include 10-12 hours spent in your home overnight. If additional visits are required (in addition to overnight), please list them here: _____

The term of this Contract may be extended if requested by the Owner and so accepted by the Sitter. The Owner shall be responsible to confirm his/her return and his/her availability to resume care of the property and pet(s) prior to or on the last day of this contract term. Otherwise, the Sitter may perform additional visits in the interest of the pet(s). Any additional visits or duties shall be calculated at \$35 per visit.

4.) Cancellation or Termination: For pet sits, fees must be paid in advance to insure your reservations. Fees can only be returned upon a minimum 7-day advance notice of cancellation, with the exception of November, December, and January, in which a 2-week advance notice of cancellation is required. For overnight stays, fees must be paid in advance to insure your reservations. Fees can only be returned upon a minimum 2-week advance notice of cancellation, with the exception of November, December, and January, in which a 30-day advance notice of cancellation is required. If a pet becomes aggressive or dangerous, the Sitter may arrange with the Owner to place the pet into a kennel or animal care facility at the Owner's expense. In this case, this contract shall be deemed terminated unless the Sitter agrees to continue with other home care duties (and/or caring for other listed pets) at no reduction in compensation. Any wrongful or misleading information in the Owner's Information or Pet Information sheets may constitute a breach of terms of this Contract and be grounds for instant termination thereof. Termination under the circumstances described above shall not entitle the Owner to any refunds or relief of any outstanding payments due.

5.) Liability: The Sitter will carry liability insurance relative to the services performed for the Owner. A copy of the insurance policy has been made available to the Owner and the Owner acknowledges that he/she is familiar with its content. It can be viewed online at: www.bayareapetpals.com. The Sitter accepts no liability for any breach of security or loss of or damage to the Owner's property if another person has access to the property during the term of this Contract. The Sitter shall not be responsible for any dead indoor/outdoor plants or missing/stolen outdoor trash/recycle receptacles. The Sitter shall not be liable for any mishap of whatsoever nature which may befall a pet or be caused by a pet that has unsupervised access to the outdoors or is left unsupervised inside the home at any time. The Owner shall be liable for all medical expenses and damages resulting from an injury to the Sitter caused by the pet, as well as damage to the Owner's or other persons' pets or property. The Sitter is released from all liability related to transporting pet(s) to and from any veterinary clinic or kennel, the medical treatment of the pet(s) and the expense thereof.

6.) Indemnification: The parties agree to indemnify and hold harmless each other as well as respective employees, successors and assigns from any and all claims arising from either party's willful or negligent conduct.



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Pet Sitting Client Agreement (continued):

7.) Emergencies: In the event of an emergency, the Sitter shall contact the Owner at the numbers provided to confirm the Owner's choice of action. If the Owner cannot be reached, the Sitter is authorized to either: (1) transport the pet(s) to the listed veterinarian, (2) request on-site treatment from a veterinarian, or (3) transport the pet(s) to an emergency clinic if the previous two options are not feasible. **Owner agrees to reimburse the Sitter for all expenses incurred up to a limit of \$_____.**

We suggest that you leave a credit card on file with your veterinarian with a specific charge limit. This could save your pet's life in a case when we are unable to reach you. **Initial:** _____

8.) Security: The Sitter warrants to keep safe and confidential all keys, remote control entry devices, access codes and personal information of the Owner and to return same to the Owner at the when requested. Owner gives the Sitter the authority to use the services of a locksmith in the event of any malfunction of the doors, locks, keys or garage door opener, etc. Owner also agrees to reimburse the Sitter for all incurred expenses within 7 days of their return. The Sitter will not be responsible for any consequences related to the locksmith.

9.) Relaxation of Terms: No relaxation, indulgence, waiver or release by any party of any of the rights in terms of this Contract on one occasion shall prevent the subsequent enforcement of such rights and shall not be deemed to be a waiver of any subsequent breach of any of the terms.

10.) Whole Agreement: This Contract and Owner's Information sheet, Pet Information sheet(s) and the Veterinary Release Form attached constitute the sole and entire agreement between the parties with regard to the subject matter hereof, and the parties waive the right to rely on any alleged expressed or implied provision not contained therein. Any alteration to this agreement must be in writing and signed by both parties.

11.) Assignment: No party may assign any of its rights or delegate or assign any of its obligations in terms of this Contract without the prior written consent of the other party, except where otherwise stated.

12.) Binding Effect: The terms of this Contract shall be binding upon and accrue to the benefit and be enforceable by party's successors, legal representatives and assigns.

13.) Governing Law: This Contract shall be construed, interpreted and governed in accordance with the laws of the State of California and should any provision of this Contract be judged by an appropriate court as invalid, it shall not affect any of the remaining provisions whatsoever.

14.) Employees: The Owner acknowledges that the Sitter spends a great deal of time, effort and money to locate, interview, screen and hire its employees. If the Owner should decide, at any time, to hire one of the Sitter's employees directly, the Owner shall pay the Sitter a finder's fee of \$1,500 (one thousand five hundred dollars).

15.) Future services: Owner authorizes this signed Contract to be valid for all future services without additional signed contracts or written authorizations.

Keys: *Please have 2 keys ready for us when we meet - be sure you have checked them in your locks.*

Bay Area Pet Pals prefers to keep client keys on file to simplify arrangements for future visits. Scheduling key pick-ups and returns will incur extra charges.

I release my house keys to Bay Area Pet Pals to retain on file, in a secured location, for future services. I may revoke this release at any time, at which time my keys will be returned. **Initial:** _____

I would like Bay Area Pet Pals to return my house keys after the current service is completed for a \$15 fee (unless keys can be left on last visit.) I understand there will be a \$15 charge for key pickup for future services. **Initial:** _____

If you want your keys left at your home, where should keys be left on last visit? _____

By signing below the Owner fully understands and agrees to the contents of this Agreement:

Dog Owner's Signature: _____ **Date:** _____

Bay Area Pet Pals Signature: _____ **Date:** _____

Payment for Services: Cash Check **Check#:** _____ **Date:** _____



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PET SITTING INFORMATION SHEET (Page 1):

Please fill out one form for each pet so that we may provide the best care possible. In case of any emergency, a signed Veterinarian Release Form is also necessary for our files. It is best if you leave all of your pet supplies out, in one place (such as on the kitchen counter). Pet Supplies could include: treats, leash, toys, brush, food, medications, cat litter, and bedding, etc.

Important: No Retractable Leashes! Please provide a standard leash for your dog.

Type of Pet (dog, cat, hamster, bird, etc.):

Pet's name: DOB: Male Female Spayed Neutered

Breed: Markings:

Vaccines Up to Date? Yes No DHLPP (or similar) Bordetella (kennel cough) Rabies

Micro-chipped? Yes No Chip#: Registry Co: Phone #:

Is your pet licensed with the city? Yes No License#:

Does your pet need any Medications? Yes No (If 'Yes', a Medication Authorization Form must be completed and on file)

What form of flea & tick control do you use? Last time administered

For dog care:

When you walk your dog, if he sees another dog, does he:

- Ignore the other dog Show some interest but keep walking Wag his tail in a playful manner and wants to play Growl and become aggressive Pull hard on the leash in an attempt to get to the other dog

When you walk your dog, if he sees a cat or other small animal does he:

- Ignore the animal Show some interest but keep walking Wag his tail in a playful manner and wants to play Growl and become aggressive Pull hard on the leash in an attempt to get it

What commands does your dog understand:

- sit heel stay off down Other:

Does your pet come when called? Yes No What is your pet's 'come' command?

Is there anything in particular we should be aware of when caring for your pet? (health issues, behavior issues. Dislikes strangers, kids, cats. Afraid of loud trucks, skateboards, etc...)

Morning Routine for pet:

Feeding: Location of pet food: Amount to Give: Walk/Outdoors (indicate where and for how long):

Any mid-day visits needed? Yes No Feeding? Walking? Treats?

Feeding: Treats: Amount to Give:

Pre-bedtime routine for pet:

Feeding: Location of pet food: Amount to Give: Walk/Outdoors (indicate where and for how long):

PLEASE NOTE: We do not do any dog walks after dark, only short potty breaks if needed.



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PET SITTING INFORMATION SHEET (Page 2):

Sleep routine for pet: Please indicate where pet sleeps at night (check all that apply).

Confined: _____

Location of pen/crate/cage: _____

Other than crate location: _____

Pet can have ability to roam the house

Pet sleeps outside. Other: _____

Are pets allowed on furniture at home? Yes No

Does your pet have any allergies? Yes No

Please indicate any allergies if yes: _____

Favorite Games/Toys/Likes: _____

Hiding places: _____

Does your pet like brushing? Yes No (if yes, please leave out brush)

Special indoor/outdoor instructions: _____

Any behaviors or problems to be aware of (chewing, digging, excessive barking):

Where to dump poop (for dogs and cats)?

Clean poop in yard? Yes No

For cat care: Is your cat allowed outdoors? Yes No

Location of cat carrier: _____

Location of litter box/bags/scooper:

Additional Notes or pet/house care instructions:

Parking Instructions (as needed):

