



## **New Client Packet**

**Thank you for choosing Home Sweet Home pet sitting!**

### **Instructions:**

Please print one copy of this packet, and complete using a pen

### **This Packet Includes:**

- Pet Information Disclosure
- Veterinary Instructions & Release
- Legal Considerations

### **Have These Items Ready for the Initial Interview:**

1. Your signed documents
2. Emergency contact information for yourself
3. Veterinary contact & medical information (allergies, health conditions).
4. Trip information, including Hotel and if you plan to have visitors while away.

# Home Sweet Home pet sitting – Pet Information Disclosure & Home Guide

**Owner:**

Phone #:

Address:

Phone #:

City:

Phone #:

Veterinarian Clinic:

Vet Phone #:

Emergency Contact:

Phone #:

Emergency Contact:

Phone #:

	Name	Breed/Color	Spayed/ Neutered?	Age	Sex	Micro-chipped?
Pet 1						
Pet 2						
Pet 3						

## Feeding Instructions:

Feed apart from other pets/supervise       Dispose of uneaten food       Remove food after \_\_\_\_ Min

	Brand of food	Feeding time (check all that apply)	Amount to feed per feeding:	Additional instructions:
Pet 1		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		
Pet 2		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		
Pet 3		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		

## Medication Instructions:

Which Pet?	Name of Medication	Administer when:	Dosage:	Additional instructions: (please be very specific)
		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		
		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		
		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		
		<input type="checkbox"/> am <input type="checkbox"/> mid <input type="checkbox"/> pm		

Pet Medical History / Allergies: (ongoing or reoccurring known illnesses/injuries):

## Pet's Living Area:

Restrict to pet area/crate when pet is alone    Restrict to pet area/crate at bedtime    Restrict to pet area/crate at all times

## Temperament/Personality: *Pet Doesn't Like:*

People near food dish       Touch \_\_\_\_\_       Strangers       Rain/Snow/Cold  
 Hot Days       Loud Noise/Vacuum/Thunder       Other (please explain):

**Has Pet Ever:**    Attacked someone/bit someone       Attacked another animal       Escaped from home

## Home Sweet Home pet sitting – Legal Considerations

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- For the purposes of this document, the terms Client, Owner, Pet Owner, and Customer are synonymous with the person contracting services for one or more domestic animals. Deposit is due at time of reservation. **Reservations are not held** until 50% deposit is received by Home Sweet Home pet sitting. A deposit of 100% is required is using this service over a holiday period.
- There will be a **\$25 service charge** for each returned check.
- Cancellation Charge Schedule effective 01/01/2009 (% applies to entire service period total):
  - **30 days** prior to start of service: no refunds of 50% deposit
  - **31 days or more** prior to service: full refund of 50% deposit.
  - **Holiday's**: no refunds or credits give to 100% deposit.
- Drop off and pick up are by appointment only between the hours of 8am – 9pm.
- Home Sweet Home pet sitting is authorized to seek any emergency veterinarian assistance needed, at the cost of the client, from any veterinarian as chosen by the sitter. However, the company is not responsible for the health/well being of the animal.
- Pet Owner is responsible for supplying the necessary supplies needed for care of their pet(s), including but not limited to a harness/collar, a leash, food and medications. Pet Owner authorizes any purchases necessary for care of pet(s). Pet Owner agrees to be responsible for the payment of such items, as well as service fees for obtaining items, and will reimburse company within 14 days for all purchases made.
- Pet Owner will be responsible for all medical expenses and damages resulting from an injury to a pet sitter, or other persons, by the pet. Pet owner agrees to indemnify, hold harmless, and defend Home Sweet Home pet sitting, in the event of a claim by any person injured by the Pet.
- Pet Owner will be responsible for any damages caused to Home Sweet Home pet sitting's property while owner's pet(s) is in our care.
- Pet Owner agrees to keep pet(s) up to date on all vaccinations and free from disease.
- Home Sweet Home pet sitting reserves the right to terminate this contract at any time if it is determine that Owner's pet poses a danger to the health or safety of itself, other pets, other people, or the Pet Sitter. If concerns prohibit the Pet Sitter from caring for the pet, the Owner authorizes the pet to be placed in a kennel (or previously arranged locale), with all charges (including but not limited to transportation, kenneling, tranquilizing, treating, accessing, & liability) to be the responsibility of the Owner.
- Home Sweet Home pet sitting agrees to provide services stated in this agreement. In consideration of the services as an express condition thereof, the client expressly waives and relinquishes any and all claims against the company and its employees, except those arising from negligence.
- All pets must be able to be crated when pet sitter is not home. We make very few exceptions to this requirement. Our liability insurance states that the dogs must be safe and separated from other pets while we are not at home. Crating is the best way to do this since most dogs can escape from a baby-gated area.
- This agreement is valid from the date signed, and replaces any prior Legal Considerations agreements.
- Client agrees to any future Home Sweet Home pet sitting term changes relayed *verbally to the client*, mailed or emailed in writing to the client, or posted on our website under the heading Terms.
- Key Policy: If you are using the pickup/drop off pet taxi service, we will need a key to your home. Garage door openers or codes are not a substitute for keys. Garage code: \_\_\_\_\_ Alarm code: \_\_\_\_\_
- The owner states that he/she as read this agreement in its entirety and fully understands and accepts its terms and conditions.

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Client/Owner Name: \_\_\_\_\_

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

## Home Sweet Home pet sitting – Veterinary Release Agreement

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In the event that any of my pets appears to be ill, injured, or at significant risk of experiencing a medical problem at the start of service or while in the care of Home Sweet Home pet sitting, I give permission to Home Sweet Home pet sitting to seek veterinary service from a veterinarian or a veterinary clinic. My preferred veterinary services are listed on each individual Pet Information Disclosure. Other veterinarians or emergency care clinics chosen by the pet sitter are acceptable.

I ask Home Sweet Home pet sitting to inform the attending clinic or veterinarian of my requested total diagnosis and treatment limit of \$ \_\_\_\_\_ per pet / all pets (most common values are \$200, \$1000, or unlimited). I understand that efforts will be made to contact me regarding any treatments, illness, injury, or potential problems as soon as the condition is deemed not life threatening and/or contact is possible. I understand that Home Sweet Home pet sitting works hard to prevent accidents and injuries, and that such problems may occur no matter how well a pet is cared for. I agree to allow Home Sweet Home pet sitting to use their best judgment in handling these situations, and I understand that Home Sweet Home pet sitting assume no responsibility for the actions and decisions of the veterinary staff, the health, or death of my pet(s).

I will assume full responsibility for the payment and/or reimbursement for any and all veterinary services rendered, including but not limited to diagnosis, treatment, grooming, medical supplies, and boarding. Such payments will be made within 14 days of the initial incident. I also agree to be responsible for all Special Service fees assessed by Home Sweet Home pet sitting for emergency transportation, care, supervision, or hiring of emergency caregivers, and will pay such fees within 14 days of each incident.

I further authorize Home Sweet Home pet sitting and my primary veterinarian(s) to share all of the medical records of all of my animals with veterinary clinics in an emergency in the interest of providing the best care for my ill or injured animal(s). Every dog and cat at the site of service will be current (per my veterinarians recommendations) on its rabies vaccinations prior to the arrival of pet sitter. I will also make arrangements to guarantee that each animal will remain current on its rabies vaccinations throughout each service visit period.

I agree to notify Home Sweet Home pet sitting of any signs of injury or possible illness before any visit as soon as the condition appears. Home Sweet Home pet sitting reserves the right to cancel service at any location where a pet with a potentially infectious condition exists. Home Sweet Home pet sitting strives to provide clean, safe service to each of our clients. In doing so, Home Sweet Home pet sitting strongly recommends that each pet and large animal be vaccinated, dewormed, and protected from harmful insects according to veterinarian recommended standards.

This agreement is valid from the date below and grants permission for future veterinary care without the need for additional authorization each time Home Sweet Home pet sitting cares for one or more of my pets. I understand that this agreement applies to all of the pets within Home Sweet Home pet sitting care. In signing this contract, I agree that I have the sole authority to make health, medical, and financial decisions regarding the animals that will be scheduled to receive service.

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Client/Owner Name: \_\_\_\_\_

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