



Julia's Happy Tails Pet Sitting Service, LLC

New Client Packet

Thank you for choosing Julia's Happy Tails Pet Sitting Service, LLC!

Instructions:

Please print one copy of the New Client Packet and complete it using a pen. This packet can be printed one-sided or two-sided, in black & white or color.

The New Client Packet includes:

- Welcome Letter
- Rates and Services
- Welcome Visitors and Emergency Personnel
- Veterinary Instructions & Release (Fill in amount, sign, and return)
- Legal Considerations (Sign and return)
- Pet Information Form (Print one copy for each pet; each form is 2 pages, and return)
- Please complete one Pet Information Form for each pet, litter, or fish tank.
- Home Guide & Contact Information sheets for your Pet Sitter to complete
- Service Request (Fill out and print one for each trip or service period, sign and return)
- Key Handling Agreement (Sign and return)

Have These Items Ready for the Initial Interview:

1. Your signed documents.
2. A key. We will provide a keychain and a code (no name will be put on your key).
3. Emergency contact information for yourself, and for 2 other contacts.
4. A list of items you plan to leave out during pet sitter visits (such as paper towels, medicines, etc.).
5. Veterinary contact & medical information (allergies, conditions).
6. Trip information, including Hotel contact information and whether you plan to have visitors while away.

Rates and Services

Julia's Happy Tails Pet Sitting Service, LLC's rates are very affordable for the services that are provided. My rates vary depending on the type of care that you are looking for. I offer walks, quick visits, vacation visits, and extended visits. The walks consist of a 30 minute walk and affection. Quick visits are 15 to 20 minutes and consist of a quick walk/potty break, feeding, affection, and a quick home check-up. My vacation visits are 30 minutes and consist of a walk, feeding, affection, and a quick home check-up. My extended visits are 35-60 minutes and consist of a longer walk, feeding, extra affection, and a quick home check-up.

Types of Service	Rate
AM and PM Walks	\$20 = 30 minutes
Quick Visits	\$22 = 20 minutes
Vacation Visits	\$25 = 30 minutes
Extended Visits	\$30=35-60 minutes

2026 HOLIDAY PERIODS

- January 1, New Year's Day
- April 5, Easter Sunday
- May 25, Memorial Day
- July 4, Independence Day
- September 7, Labor Day
- November 26, Thanksgiving
- December 24 and 25, Christmas Eve and Christmas Day

SPECIALS:

*** \$5 Off Your First Service**

New Clients only, with 3 or more paid visits.

*** Collect a \$10 credit for every referral.**

Every referral that books a service with us earns \$10 to your account.

METHODS OF PAYMENT ACCEPTED:

Cash
Check
Square
Venmo

"All of the animals except for man know that the principle business of life is to enjoy it."

~Samuel Butler~



Welcome Visitors & Emergency Personnel:

Our pets are being cared for by a professional who comes in at various times during the day. Please help us provide the best care for our pets by following these special pet care guidelines:

- **If a pet escapes, is injured or ill, or is having any issues, please call the pet sitter ASAP.** The pet sitter does have our emergency contact numbers. In the case of severe injury, please take our pet to the emergency vet clinic.
- Please make it obvious that you are here: park in the front, tape a note to the door, and listen for visitors. The police may be called on unexpected visitors. Always carry ID with you.
- Please do not feed the pets or give them any treats, even nibbles, unless instructed to do so.
- Please return the radio, TV, lights, windows, doors, fans, and locks to their original settings.
- Leave a note before you leave each and every visit. A sheet may be provided. Details can be very brief, but please do mark down if

- Pet was fed treats or food
- Pet was given water
- Plants were watered
- Pet received a hard workout
- Pet went potty, and what time
- Any accidents were cleaned up



Also, please mark down your name, arrival and departure times, and any future visits.

- Locate each pet, and check to see that no pets have escaped out the door or into a forbidden area (such as a closet) each time before you leave.

Forbidden Areas & Closed Doors:

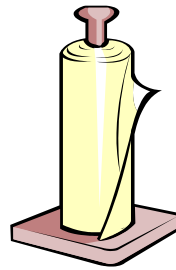


Areas that **MUST** remain **accessible** to the pet:

Owner:		Emergency #:	
Pets:		Emergency Contact Info:	
Pet Sitter:	Julia Tinker 703-431-4981	Other Notes:	

Suggested Leave-Out Checklist

Copy of Service Request, Completed and **Signed**
Muddy Paw Towels or Rags
Paper Towels: 1 or 2 rolls
Plants and Watering Can (waterproof surface)
Leashes & Harnesses
Medicines (Pills, liquids, ointments, and/or insulin)
Name tags & Amount tags on feeding bins
Reminders & Changes
Broom, Dustpan & Vacuum
Carpet Spot Cleaner or Cleaning Machine
General Cleaner
Favorite Toys
Brushes
Treats & Chews
Remote Controls for TV or Stereo
Garbage / Litter bags
Extra Litter, Litter Scoop, Pooper Scooper
Additional Contact #'s (Hotel)
Pencil or Pen
Any special last visit notes (leave key, etc.)
Watering Can



Call Us:

Feel free to contact your pet sitter to check up on your pets at any time. I will try to return all calls the same day, usually between 7 pm and 9 pm. If you do not hear back from me in 24 hours, please try again – voicemails do sometimes get lost. Emails are also welcome, and I check my email every day.

Keys:

If you would like the pet sitter to leave your key or remote on the last visit, please leave a note reading "**Leave Key**" with the date and time of the last visit, along with instructions for securing the house without the key.

Remember, if I return the key, you will not be able to request additional visits if your return is delayed. Leaving the key or storing it in our lockbox is free to you

Enjoy your time away!

Julia Tinker

www.juliashappytails.com



Julia's Happy Tails Pet Sitting Service, LLC

Veterinary Release Agreement

In the event that any of my pets or large animals 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 Julia's Happy Tails Pet Sitting Service, LLC, I give permission to Julia's Happy Tails Pet Sitting Service, LLC 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 Julia's Happy Tails Pet Sitting Service, LLC 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 Julia's Happy Tails Pet Sitting Service, LLC's care providers work 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 Julia's Happy Tails Pet Sitting Service, LLC's care providers to use their best judgment in handling these situations, and I understand that Julia's Happy Tails Pet Sitting Service, LLC and its staff 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 payment and/or reimbursement of any and all veterinary services rendered, including, but not limited to, diagnosis, treatment, aftercare, 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 Julia's Happy Tails Pet Sitting Service, LLC for emergency transportation, care, supervision, or hiring of emergency caregivers, and will pay such fees within 14 days of each incident.

I further authorize Julia's Happy Tails Pet Sitting Service, LLC, 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, cat, and horse at the site of service will be current on its rabies vaccination (per my veterinarian's recommendations) before any caregiver arrives. I will also make arrangements to ensure that each animal remains current on its rabies vaccinations during each service visit.

I agree to notify Julia's Happy Tails Pet Sitting Service, LLC, of any signs of injury or possible illness as soon as they appear before any visit. Julia's Happy Tails Pet Sitting Service, LLC reserves the right to cancel service at any location where a pet with a potentially infectious condition exists. Julia's Happy Tails Pet Sitting Service, LLC strives to provide clean, safe service to each of our clients. In doing so, Julia's Happy Tails Pet Sitting Service, LLC 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 as of the date below and authorizes future veterinary care without the need for additional authorization each time Julia's Happy Tails Pet Sitting Service, LLC cares for one or more of my pets. I understand that this agreement applies to all of the pets and large animals within Julia's Happy Tails Pet Sitting Service, LLC's care. In signing this contract, I agree that I have sole authority to make health, medical, and financial decisions regarding the animals scheduled to receive service.

Client/Owner Name: _____

Client Signature: _____ Date: _____



Julia's Happy Tails Pet Sitting Service, LLC

Contract and Legal Considerations

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.

- ✔ A **signed Service Request** must be provided to your sitter before service is provided for any period.
- ✔ A 50% deposit is due at the time of reservation. **Reservations are not held** until 50% payment is received by Julia's Happy Tails Pet Sitting Service, LLC, or special arrangements are agreed upon by both parties in writing.
- ✔ There will be a **\$20 service charge** for each returned check.
- ✔ Unpaid service may be canceled without notice, including prior to or during the service period.
- ✔ Cancellation Charge Schedule effective 6/1/2009 (% applies to entire service period total):
 - **0 - 48 hours** prior to any service, and/or Holidays: \$20 charge
 - **48 hours or more** prior to any service, and/or Holidays: No charge, refund in full.
- ✔ Reservations are made to plan sitter availability to clients. Therefore, clients returning home early will be required to pay for the scheduled reserved time.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC is not responsible for wilted, dead, or otherwise unhealthy plants. Julia's Happy Tails Pet Sitting Service, LLC will work hard to follow your written directions as precisely as possible, but cannot be responsible if the results are not favorable. **Please place all indoor plants together on a waterproof surface in plain sight**, as Julia's Happy Tails Pet Sitting Service, LLC is not responsible for water-damaged areas or missed plants.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC is not responsible for damage to the home beyond the control of the Pet Sitter. This includes, but is not limited to, leaks, electrical problems, and natural disasters. In these situations, the company will attempt to contact the Customer and, if unsuccessful, the emergency contact before making a subjective decision about how to address the problem. All repairs and related fees (including Special Service emergency service time and coordination fees) will be paid by the client, or fully reimbursed to Julia's Happy Tails Pet Sitting Service, LLC, within 14 days.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC is not responsible for any damage to the property of the client or others unless such damage is caused by the gross negligence of the Pet Sitter. Julia's Happy Tails Pet Sitting Service, LLC agrees to remain insured through PSA or a comparable pet sitting liability insurance entity during each service period. Julia's Happy Tails Pet Sitting Service, LLC accepts no responsibility for loss to the premises if other individuals have access to a client's home, or if the home is not properly secured.
- ✔ At the time that service is booked, Owner will notify Pet Sitter of everyone who has been granted access to the home during the service period.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC is not liable for any loss or damage in the event of a burglary or other crime that should occur while under this contract. Pet Owner agrees to secure the home prior to leaving the premises. Julia's Happy Tails Pet Sitting Service, LLC will attempt to re-secure the home to the client's instructions at the end of each visit. While keys are in the possession of a Pet Sitter, they will be either on the Sitter's person or be properly secured.
- ✔ Pet Owner must have legal rights to place the animals in the care of Pet Sitters, Kennels, and Veterinary Clinics. The Pet Sitter cannot service a home with "Visiting" pets or animals that do not belong to the resident of the service site without separate sets of agreement forms, including a Legal Considerations Agreement, accepted and signed by each rightful owner(s).
- ✔ The terms of this document apply to all the pets owned by the client, including any and all new pets that the customer obtains on or after the date this document was signed, at any and all locations the owner designates for service.
- ✔ Pet Owner is responsible for pet-proofing the house and yard, including the security of fences, gates, and latches. Julia's Happy Tails Pet Sitting Service, LLC will not be responsible for the safety of, or be
- ✔ liable for the death, injury, or disappearance of, or for damages caused by, any pet that has unsupervised access to the outdoors or is allowed to be released in an unsecured yard (not properly fenced or without a pet containment system) while the pet is on the Pet Owner's premises and the Pet Sitter is absent. If the Pet

Owner instructs the Pet Sitter to leave the pet in an area of the residence that gives unsupervised access to the outdoors, or in an unsecured yard, then the Pet Owner agrees to indemnify and hold harmless Julia's Happy Tails Pet Sitting Service, LLC for any resulting loss that is not covered by insurance.

- ✔ Julia's Happy Tails Pet Sitting Service, LLC is authorized to seek any emergency veterinary assistance needed during visits, at the cost of the Client, from any veterinarian as chosen by the sitter only if the Client's listed veterinarian(s) are unavailable. However, the company is not responsible for the health/well-being of the animals.
- ✔ Pet Owner is responsible for supplying the necessary, safe equipment/supplies needed for care of their pet(s), including but not limited to a sturdy, well-fit harness (halter, collar, etc.) for walks or in case of emergencies, firmly affixed vaccination tags, a lead rope or leash, pooper-scoopers, litter boxes, food, cleaning supplies, medicines, pet food, and cat litter. Pet Owner authorizes any purchases necessary for the satisfactory performance of duties. Pet Owner agrees to be responsible for the payment of such items, as well as service fees for obtaining items, and will reimburse Julia's Happy Tails Pet Sitting Service, LLC 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 to other persons, by the Pet. Pet Owner agrees to indemnify, hold harmless, and defend Julia's Happy Tails Pet Sitting Service, LLC in the event of a claim by any person injured by the pet.
- ✔ It is suggested that arrangements be made with someone to evacuate your pets in case of a disaster or weather-related event/crisis/Code Red. Julia's Happy Tails Pet Sitting Service, LLC will definitely try to see to your pets' safety/care should such events occur, but cannot guarantee it.
- ✔ This contract permits Julia's Happy Tails Pet Sitting Service, LLC to accept all future telephone, online, mail, or email reservations and provide service without an additional signed Legal Considerations agreement or in the event the client forgets to sign a service request form.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC may use its discretion to stop and end service at any time that a pet poses a danger to the safety or health of itself, other pets, other people, or the Pet Sitter. If concerns prevent the Pet Sitter from continuing care for a pet, the Owner authorizes the pet to be placed in a kennel or a previously arranged location, if possible. All subsequent charges, including but not limited to transportation, kenneling, tranquilizing, treating, accessing, and liability, are to be the responsibility of the Owner.
- ✔ Julia's Happy Tails Pet Sitting Service, LLC agrees to provide agreed-upon services in a manner that is trustworthy, caring, and responsible. In consideration of the services as an express condition thereof, the client expressly relinquishes any and all claims against the company and its employees, except those arising from gross negligence. Claims of gross negligence that involve a hired Independent Contractor, hired by Julia's Happy Tails Pet Sitting Service, LLC, will be the responsibility of the Independent Contractor and the company they represent. All hired Independent Contractors are required to carry liability insurance with optional coverage or bonding through a reputable company.
- ✔ Client agrees to discuss any concerns with Julia's Happy Tails Pet Sitting Service, LLC within 24 hours of return. Any dispute for any reason must be submitted in writing within 24 hours.
- ✔ This contract is valid for two years after the date signed. If the two parties sign on different dates, the later signature date will control. This contract replaces any prior Legal Considerations agreements between Client and Julia's Happy Tails Pet Sitting Service, LLC.
- ✔ This contract may be terminated by either party by giving thirty days' written notice to the other party.
- ✔ The Owner states that he/she has read this agreement in its entirety and fully understands and accepts its terms and conditions.
- ✔ Client agrees to notify Julia's Happy Tails Pet Sitting Service, LLC via text, voicemail or email, within two hours, of their return home.
- ✔ I allow Julia's Happy Tails Pet Sitting Service, LLC to take a photo of my pet(s) to use for advertising purposes.

Client/Owner Name:

Signature: _____ Date: _____

Julia's Happy Tails Pet Sitting Service, LLC Representative:

Signature: _____ Date: _____



Julia's Happy Tails Pet Sitting Service, LLC

Pet Information Disclosure

Please complete one Pet Information Disclosure form per pet or litter.

Owner:

Pet Name:

Length of Time Owned:

Pet Type: Dog / Cat / Horse /

Breed:

Sex: M/F Declawed: Y/N Neutered: Y/ N

License #:

Microchip/Tattoo/Dog Tag #:

Physical Description (if similar to another):

Birth date: Or Age:

Weight:

Or Size:

Any Allergies:

Feeding Instructions:

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

Free Choice

<input type="checkbox"/> Dry Brand: Measure with: Amount: Where to feed:		<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	Procedure:
<input type="checkbox"/> Wet Brand: Measure with: Amount: Where to feed:		<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	Procedure:
<input type="checkbox"/> Medication(s): Amount: Location: Hide In Treat:		<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	Procedure:
<input type="checkbox"/> Medication(s): Amount: Location: Hide In Treat:		<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Night	Procedure:
<input type="checkbox"/> Water	<i>Water will be cleaned and filled frequently</i>	<input type="checkbox"/> Tap <input type="checkbox"/> Bottled <input type="checkbox"/> Filtered	Dish Location: Water Location:
<input type="checkbox"/> Treats Name: Amount: Location:		Notes:	

Pet's Living Area:

<input type="checkbox"/> NOT allowed outdoors at all <input type="checkbox"/> ONLY allowed outdoors on leash <input type="checkbox"/> Turn out, invisible fenced yard with a collar <input type="checkbox"/> Turn out, secure fence: _____ <input type="checkbox"/> Turn out, no fence, but doesn't leave yard <input type="checkbox"/> NOT allowed indoors	<input type="checkbox"/> Allowed on furniture, counters, beds <input type="checkbox"/> Restrict the pet area/crate only when the pet is alone <input type="checkbox"/> Restrict the pet area/crate at all times Restricted Area/Crate Location: Other off-limit areas:
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Owner:

Pet:

Emergency Care: *Placing a credit card on file at the vet's office is recommended

Vet Name: _____ Pet Allergies: _____

Clinic Name: _____ Vaccinations up to date on (month/yr): _____

Phone: _____ Heartworm test: Negative / Positive

Pet Medical History: (ongoing or recurring known illnesses/injuries, treatments & medications)

Any Allergies:

Temperament/Personality:

Pet Doesn't Like:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Baths | <input type="checkbox"/> Hot Days | <input type="checkbox"/> Sharing Food Dishes |
| <input type="checkbox"/> Toenail Clip | <input type="checkbox"/> Rain / Snow / Cold | <input type="checkbox"/> Loud Noise / Vacuum / Garbage Disposal / Thunder |
| <input type="checkbox"/> Massage | <input type="checkbox"/> New Animals | <input type="checkbox"/> All Humans |
| <input type="checkbox"/> Touch Ears | <input type="checkbox"/> Other family pets | <input type="checkbox"/> Strangers |
| <input type="checkbox"/> Sprays | <input type="checkbox"/> People near food dish | <input type="checkbox"/> |

Pet reacts to the above by:

Has Pet Ever: _____ Describe (even if mild, or under extreme/unusual situations)

- Attacked someone/bit someone
- Attacked another animal
- Injured self /escaped out of fear
- Injured itself out of boredom
- Escaped from home,

Where does he/she like to escape to?

How can he/she be retrieved?

HAS NEVER BITTEN OR ATTACKED ANOTHER ANIMAL OR PERSON

Commands: (Please circle commands we know, and underline commands we are working on):

Sit	No	Outside	Make Poo	Potty	Bad	Bath	In the House
Stay	Down	Walk	Food	Who's Here	Good	Move	Ride
Come	Lay	Don't Pull	Treat	Back	Drop (it)	Come-on	
Heel	Out	Walk Nice	Cookie	Naughty	Don't Touch	Off	

Allowed to go for rides in the sitter vehicle? Y / N May play with sitter's personal pet(s) for socialization? Y / N

Favorite Games, Toys, and Activities:

Comments:

Client/Owner Name:

Signature: _____ Date: _____



Julia's Happy Tails Pet Sitting Service, LLC

Contact Information

First Name:

Pet(s):

Address:

Directions:

Consultation:

Date

Time

--	--

First Sit:

Start

--	--

End

--	--

Second Sit:

Start

--	--

End

--	--

Scheduling: Tentative Reserved

References:

Emergency Contacts (Alternate)

Name:

Phone:

Cell/Work:

Relationship:

Location:

Last Name:

Inquiry Date:

/ /

Method:

Returned Call:

Home Phone:

Cell Phone:

Other:

Email:

Prior Sitter:

Referred By:

Contact Method: Home Phone Cell Email
 Will Call Back Scheduling Initial

Status:

Interviewing Others Also

Service Type:

Vacation Periodic Daily

Frequency:

X per Day Week

Length:

_____ Minutes Per Visit

Rates Quoted:

Travel:

Miles: _____ Minutes: _____

Special Alerts

FLIGHT RISK, Describe:

OUT ON LEASH ONLY

No Leash Outside

WATCH DURING FEEDINGS

Separate Dishes

NO TREATS Pick Up Dish after _____ Mins

Other:



Julia's Happy Tails Pet Sitting Service, LLC

Home Guide

Owner:

Pet(s):

Locations:

Crated Area

Leash/Collar

Brush/Comb

Food Dish

Food

Water

Tap Filtered Bottled

Water Dishes

Medications

Treats

Litter Box

Poop Scoop

Kitchen Waste

Outside Waste

Recycle Bin

Paw Towels

Paper Towels

Spot Cleaner

Broom/Vacuum

Put Mail

Indoor Plants

Birdfeeders

Other

Usual Vehicles & Visitors At Home:

Snow & Ice Care Instructions / Contacts:

Notes & Misc:

Key - MUST TEST

- Pet Sitter Has Use Code
- Will Mail Unlocked
- Drop off Client Present
- Will Leave Other

Describe Key:

Backup Entry:

Usual Visits	Length	Time Slot
Morning		
Afternoon		
Night		



Julia's Happy Tails Pet Sitting Service, LLC

Service Request

Pets

Client Full Name
Best Way to Contact Today
Contact At

Service Begins / / **Time** Daily Every Other Day Weekdays
Service Ends / / **Time** Dog Walking Pet Sitting

Details	Visit Time	Length	Travel Fee	Cost/Visit	# of Visits	Total
Morning				X	=	
Afternoon				X	=	
Night				X	=	
				X	=	
Subtotal						
Additional Charges						
Discounts						
Grand Total						
Deposit Due						
Balance Due						

How may we reach you while you are away?

Phone:
 Email:

Trip Description/Hotel/Notes & Visitors Expected

Tasks

<input type="checkbox"/>	Daily Email/Text	<input type="text"/>
<input type="checkbox"/>	Walk/Play	<input type="text"/>
<input type="checkbox"/>	Feed/Water	<input type="text"/>
<input type="checkbox"/>	Medication	<input type="text"/>
<input type="checkbox"/>	Plants	<input type="text"/>
<input type="checkbox"/>	Alter Lights/Blinds	<input type="text"/>
<input type="checkbox"/>	Clean Litter Box	<input type="text"/>
<input type="checkbox"/>	Take Out Trash	<input type="text"/>
<input type="checkbox"/>	Take Out Recycling	<input type="text"/>
<input type="checkbox"/>	Collect Mail/Paper	<input type="text"/>
<input type="checkbox"/>	Other	<input type="text"/>

Special Notes & Other Tasks

Payment Method

Pay Date

This request **must be confirmed** by my pet sitter, and **a Signed Copy must be left for the pet sitter**. By submitting this request, I agree to all terms as stated in the Legal Considerations and Veterinary Release Agreement.

Signature: _____ Date: _____



Julia's Happy Tails Pet Sitting Service, LLC

Key Handling Agreement

I have provided Julia's Happy Tails Pet Sitting Service, LLC with the following key(s) on date: _____
(Please describe in detail, including the doors the keys will open)

I furthermore agree to and understand the following conditions and terms:

Julia's Happy Tails Pet Sitting Service, LLC has my permission to make a copy of my key(s) for emergency/backup purposes at their discretion.

Julia's Happy Tails Pet Sitting Service, LLC agrees to place an identifying code on my keys. My keys will not be marked with my name, address, or pets' names. When not in use or prepared for use, my keys will be stored in a secure location by the pet sitter.

My keys will be automatically retained by my pet sitter at the end of each service period. The pet sitter will place the key in a secure location until future service is requested.

Julia's Happy Tails Pet Sitting Service, LLC has permission to provide my keys to any of its employees or independent contractors who will be providing me with Pet Sitting Service.

Key Returns:

I understand that if I decide that if at any time, I'd prefer to have my key returned at the last visit of my service, I will leave a note on the first day of service. This note will include the message "Pet Sitter - Leave Key on", the date and time of the last scheduled visit, and instructions on how to secure my home while leaving the key. I understand that the pet sitter will not be able to access my house again after leaving the key, including in the event of emergencies or delays in my return. Key return at the last service visit is free.

Julia's Happy Tails Pet Sitting Service, LLC, is willing to exchange keys via mail. All mailed keys will be sent wrapped in cardboard and taped. The envelope will be padded and clearly marked with "Hand Sort Only – Do not machine process". Your Pet Sitters is not responsible for keys that are sent and/or lost in the mail. Each mailed key transfer is charged to the client at a rate of \$_____. That fee is assessed both when Julia's Happy Tails Pet Sitting Service, LLC is asked to send or receive a key via mail.

Julia's Happy Tails Pet Sitting Service, LLC is willing to exchange keys via drop-off or pick-up.

This request **must be confirmed** by my pet sitter, and **a Signed Copy must be left for the pet sitter**. By submitting this request, I agree to all terms as stated in Key Handling Agreement.

Client/Owner Name:

Client Signature: _____ Date: _____