

Information Sheet



Owner Name		Date
Street Address		City and ZIP Code
Contact Information	home	cell email

Dates of Service

How many visits per day?	Time of visits _____ a.m. _____ p.m.
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Emergency Contact Information

Where/how can you be reached?	Who else has access to house (such as maid, relative, neighbor)?	Who may be in the home while service is being provided?
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Who Else Has a Key?

Name	Address	Phone numbers
Should telephone and/or door be answered while we are in the home? <input type="checkbox"/> yes <input type="checkbox"/> no		

Pet Information

#1 Pet name <input type="checkbox"/> dog <input type="checkbox"/> cat <input type="checkbox"/> bird <input type="checkbox"/> other	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Age	Neutered? <input type="checkbox"/> yes <input type="checkbox"/> no
Description (breed, coloring, etc.)			

#2 Pet name <input type="checkbox"/> dog <input type="checkbox"/> cat <input type="checkbox"/> bird <input type="checkbox"/> other	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Age	Neutered? <input type="checkbox"/> yes <input type="checkbox"/> no
Description (breed, coloring, etc.)			

#3 Pet name <input type="checkbox"/> dog <input type="checkbox"/> cat <input type="checkbox"/> bird <input type="checkbox"/> other	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Age	Neutered? <input type="checkbox"/> yes <input type="checkbox"/> no
Description (breed, coloring, etc.)			

Other Information

When was pet acquired?	How was pet acquired?
How does pet react to strangers, children, and other animals?	
Has pet ever attacked anyone?	

Feeding Instructions

Where is the food stored?		
Brand of food? _____ wet _____ dry _____ both		
Amount of food to give	How many times per day?	What time of day for feedings? _____ a.m. _____ p.m.
What dishes to use?	Where is pet fed?	
In the case of dog(s), are they to be walked before or after feeding?		

Cleaning Instructions

Does pet ever have accidents? <input type="checkbox"/> yes <input type="checkbox"/> no	What usually causes them?
How do you clean up the mess?	
Where are cat boxes located?	Where do you keep extra cat litter, box liners?

For dogs, please leave plastic bags for us to pick up solids outside.

Outdoors Instructions (Dogs)

Where is leash?	Where do you usually walk the dog?	
Is the dog aggressive toward other dogs, people, or kids?	Where to put "used" plastic bags?	Does pet have issues going outside in bad weather?

Household Crime Prevention Notes

Mail? <input type="checkbox"/> yes <input type="checkbox"/> no	Mailbox number	Newspapers delivered? <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> saved <input type="checkbox"/> recycled	Do plants need to be watered? <input type="checkbox"/> yes <input type="checkbox"/> no
Window treatments to be opened during the day and shut at night? <input type="checkbox"/> yes <input type="checkbox"/> no	Lights on at night and off in the morning? <input type="checkbox"/> yes <input type="checkbox"/> no	When is trash picked up and where are bins kept?	

Veterinarian Information

Name	
Address	Phone number

Medication

Name of medication	Where is it stored?	Dosage	Pill or liquid	What time of day?	How many times per day?
Does pet take medication well? (If necessary, please demonstrate to us how to administer.)					

If your pets are acting unusual (example: not eating, reclusive, combative)

<input type="checkbox"/> contact the client immediately <input type="checkbox"/> trust our judgment	Notes
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If your pets are obviously sick (example: not eating, throwing up, labored breathing, foreign matter in litter box)

<input type="checkbox"/> contact the client first <input type="checkbox"/> take the pet to the vet	Notes
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For overnight and extended stay sleepovers

Do you have WiFi? <input type="checkbox"/> yes <input type="checkbox"/> no	If you are comfortable sharing your WiFi information with us, please let us know your	WiFi name	WiFi password
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Pet Sitter Checklist

- ___ test key
- ___ business cards
- ___ veterinarian card

Please remember to call the pet sitter on your return home.