

Client Information & Assignment Agreement

Name: _____

Phone: _____ Name: _____

Phone: _____ Name: _____

Phone: _____ From the above names, who is the best person to contact as a local emergency contact?

Special Instructions for visits/time requests:

Date: _____

Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Home Phone: _____ Work

Phone: _____ Number you can be reached while you are away:

Directions to Home: _____

Cell Phone: _____

Text? _____ Receive Photos? _____

Email Addy: _____ Security Sys Code: _____

Alarm Co & Phone: _____ Entry Access: _____ Front Door _____ Back Door

Who else has access to your home (visitors or anyone with a key)?

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

First Visit On: _____ At: _____ (am/pm) Last Visit

On: _____ At: _____ (am/pm)

Daily Service Start: _____ Visit

Day(s): _____ Visit

Time(s): _____

This agreement will remain valid for future services with **Alamo Heights Pet Sitting Club** (AHPC) without the need to enter into another agreement and it is understood between AHPC and client that the terms contained herein shall apply to service in the future.

_____ 10-Min Walk _____ Outside _____ Playtime _____ Feeding _____ Medication

_____ Poop Scoop _____ Litter Box Maintenance _____ Treats

_____ Other _____

FREE WITH PET SITTING (Circle tasks requested)

Mail/Newspaper Retrieval Alternate Lights Open/Close Curtains TV/Radio On

Home Security Check Pet photo to phone or email Trash/Recycle Cans Stowed

Additional

Notes _____

LOCATIONS AND ADDITIONAL INFORMATION

Please describe where we can find items around your home in case they are needed during the visit:

Pet Food & Bowls: _____

Pet Litter & Litter Boxes: _____

Trash Bags & Indoor Trash Can: _____

_____ Garbage Can & Recycle Bin:

_____ Cleaning Supplies & Rags:

_____ Vacuum Cleaner, Broom,

Dustpan: _____ Pet Towels: _____

_____ Pet

Carrier: _____

Thermostat: _____ High Temp _____ Low Temp _____

Main Water Shutoff: _____

Electrical Circuit Breakers: _____

_____ Gas Shutoff Valve:

_____ Fire Extinguisher: _____

Best area to park: _____

HOUSE KEY AGREEMENT

Client agrees Alamo Heights Pet Sitting Club will retain key(s) to client's property until such time as client wishes the return of the key.

(Circle one) RETURN IN PERSON (\$10 fee) KEEP ON FILE Hidden outside

Note: Keys will not be left inside client's home on the date of final scheduled visit in the event the client's return is delayed and further visits are needed.

Client(s) must read and agree to the following:

I have read and understand the services that will be performed by **Alamo Heights Pet Sitting Club** for the dates described on the Client Information & Assignment Agreement form. The pet sitter is authorized to perform care and services as outlined in this contract and to seek emergency veterinary care or home care as deemed necessary solely through the pet sitter's discretion. The pet sitter may adjust care from this contract for the safety and wellbeing of pets and property if the pet sitter deems necessary. If client's veterinarian or other professional specified in this agreement cannot be reached or is unavailable, client authorizes **Alamo Heights Pet Sitting Club** to choose a qualified professional to handle the emergency. Client are responsible for expenses incurred plus any additional fees for attending to this need or any expenses incurred for any other home/food/supplies needed. Pet sitter is entrusted to use their best judgment in caring for pets and home. If other individuals have access to the home during the term of the assignment, **Alamo Heights Pet Sitting Club** accepts no responsibility for security of the premises or loses. **Alamo Heights Pet Sitting Club** will be held harmless for consequences related to such decisions. **Alamo Heights Pet Sitting Club** 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 **Alamo Heights Pet Sitting Club** except those arising from legal negligence or willful misconduct on the part of the pet sitter. **Alamo Heights Pet Sitting Club** is not liable for any loss or damage in the event a burglary or other crime that should occur while under this contract. Client takes full responsibility for prompt payment, as outlined in POLICIES, of outstanding fees prior to services contracted. In the event of personal emergency, illness of pet sitter, inclement weather or natural disaster, client authorizes **Alamo Heights Pet Sitting Club** to arrange for another qualified person to fulfill responsibilities as set forth in this contract. **Alamo Heights Pet Sitting Club** will use all reasonable judgment for the care and well-being of client's pet(s) and home. **Alamo Heights Pet Sitting Club** will make practical efforts to maintain service during these conditions, but reserves the right to adjust the schedule of service. Client has stated that pets are not aggressive and have not previously bitten anyone. Should pet sitter be bitten or otherwise exposed to any disease or ailment received from client's animals, it will be the client's responsibility to pay all costs and damages incurred by the victim. **Alamo Heights Pet Sitting Club** reserves the right to terminate this contract at any time before or during its term if pet sitter, in its sole discretions, determines that client's pet poses a danger to the health or safety of pet sitter or others. Client authorizes pet to be placed in a boarding kennel if deemed necessary for any reason with all charges therefrom to be charged to client. Client authorizes this signed contract to be valid approval for future services of any purpose provided by this contract, permitting **Alamo Heights Pet Sitting Club** to accept telephone or internet reservations for services and enter premises without additional signed contract or authorization. Client agrees to abide by POLICIES for departure and return phone calls to **Alamo Heights Pet Sitting Club**. Client has read and received a copy of the POLICIES & PROCEDURES for **Alamo Heights Pet Sitting Club**, and agrees to all terms stated within the policies. The client or any person acting on the client's behalf waives any claims against any agents/employees/contractors of **Alamo Heights Pet Sitting Club** or Sharon Echiverri for any loss, theft, or damage to property or pets not due to willful negligence.

_____, DATE _____ I, the undersigned client, have read this agreement in its entirety and fully understand and accept all conditions stated herein.
_____, CLIENT signature

VETERINARIAN RELEASE

VET NAME _____

CLINIC NAME _____

ADDRESS _____

_ PHONE _____

During my absence, **Alamo Heights Pet Sitting Club** will be caring for my pet(s) and has my permission to transport them to your office for treatment. I authorize you to treat my pet(s) and will be responsible for payment to you upon my return.

If above named veterinarian is not available, another vet in his/her veterinary group is/is not acceptable. If emergency care is needed after regular veterinary office hours, my pet(s) may/may not be taken to the nearest Emergency Veterinary Clinic. I will assume full responsibility upon my return for payment of all veterinary services rendered.

I understand that **Alamo Heights Pet Sitting Club** assumes no responsibility for the loss of pet and is released from all liability related to transportation, treatment and expense.

This consent for treatment has no expiration date unless otherwise noted. A photocopy/fax of the signed consent shall have the same force and effect as the Client/Pet Owner's original signature.

Please file this form with my pet(s) records.

Client

Signature: _____ Date: _____

Printed Name: _____

Pet(s) Full Names: _____



Alamo Heights
PETSITTING CLUB
Headed by Lic. Vet Tech