



PO Box 352
San Carlos, CA 94070
phone: (650)996-6652
fax: (650)472-8971
www.BayAreaPetPals.com
info@bayareapetpals.com

~~~~ **Overnight and Pet/House Sitting Form** ~~~~

\*\* Have 2 keys ready for us at time of meeting. BE SURE to check them in your locks!!

**CLIENT INFORMATION:**

Client(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
Additional phone numbers: \_\_\_\_\_  
Email Address(s): \_\_\_\_\_  
Other contact info: \_\_\_\_\_

**PET INFO**

MORNING ROUTINE FOR PETS

- Feeding: \_\_\_\_\_  
 Outdoors - indicate where and for how long: \_\_\_\_\_  
Other: \_\_\_\_\_  
\*\* Any mid-day visits needed? \_\_\_\_\_

PRE BEDTIME ROUTINE FOR PETS

- Snacks - type and quantity: \_\_\_\_\_  
 Outdoors - indicate where and for how long: \_\_\_\_\_  
Other: \_\_\_\_\_

SLEEP ROUTINE

Please indicate where pets sleep at night (check all that apply)

- Confined to crate at night – Location of crate: \_\_\_\_\_  
 Confined at night (other than crate) – Location: \_\_\_\_\_  
 Pets sleeps in bed with family members  
 Pets sleep outside

Other: \_\_\_\_\_

Am and Pm walks included: Y or N \_\_\_\_\_

FURNITURE

Are pets allowed on furniture? YES NO

If yes, please indicate any restrictions: \_\_\_\_\_

Other: \_\_\_\_\_



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**HOME INSTRUCTIONS**

- Alarm: \_\_\_\_\_ Security codes? \_\_\_\_\_
- Trash to curb? What days? \_\_\_\_\_
- Parking? \_\_\_\_\_ Mail/papers brought in? \_\_\_\_\_
- WI FI key code: \_\_\_\_\_
- Will anyone else be accessing home/yard: (house keeper, plumbers, gardener, etc) \_\_\_\_\_
- Do you want a daily? TEXT      EMAIL      PHONE CALL \_\_\_\_\_
- Water shut off: \_\_\_\_\_ Breaker box? \_\_\_\_\_
- Thermostat location: \_\_\_\_\_
- Plant and/or lawn instructions (if applicable): \_\_\_\_\_
- Other: \_\_\_\_\_

**ARRANGMENTS FOR PET SITTER**

- Location of bed: \_\_\_\_\_
- Linens – location and specific items: \_\_\_\_\_

Please indicate the items your pet sitter may use:

- Television – location/instructions: \_\_\_\_\_
- Kitchen area/Refrigerator – specify: \_\_\_\_\_
- Which bathroom? \_\_\_\_\_

Other: \_\_\_\_\_

Landlord contact info: \_\_\_\_\_

**OTHER**

Please let us know if there is anything we should know about your **home or pets** that we should be aware of when doing an overnight stay in your home. ( you can attach a separate sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\* PLEASE NOTE that payment is due in advance of service!!!**

**\*\* It is best if you leave all of your pet supplies out, in one place. Treats, leash, toys, brush, food, etc. The kitchen counter is usually a good spot.**



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**HOME INFORMATION**

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.)

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Business 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 business 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.

\_\_\_\_\_ I give business permission to permanently mark my key(s) for identification purposes.

\_\_\_\_\_ I would like business to return my house keys after the current service is completed for a \$12 fee (unless keys can be left on last visit.) I understand there will be a \$12 charge for key pickup for future services.

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

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