



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

Vacation Visits & Overnight Stay Information

~~~~ Client Information ~~~~

\*\* All payments due prior to service.

#### CLIENT INFORMATION

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

#### TRAVEL INFORMATION

Date leaving: \_\_\_\_\_ Time leaving: \_\_\_\_\_  
Date returning: \_\_\_\_\_ Time returning: \_\_\_\_\_  
Flight information: \_\_\_\_\_  
Contact Information: \_\_\_\_\_  
E-mail address while away: \_\_\_\_\_  
Emergency contact name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Does this person have a key to your home? Yes No  
Will anyone else be in your home during your absence? \_\_\_\_\_  
Others who have keys to your home: \_\_\_\_\_

#### HOME CARE INFORMATION

(Circle all that apply)

Bring in mail   Bring in paper   Alternate lights   Open/close curtains   Set trash cans out  
Television or radio   Water plants   Thermostat   **\*\*You would like a daily?** text email phone call

#### Instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**LOCATION OF IMPORTANT ITEMS**

Leash/cat carrier/crate: \_\_\_\_\_

Pet Food: \_\_\_\_\_

Cleaning supplies: \_\_\_\_\_

Vacuum cleaner: \_\_\_\_\_

Thermostat: \_\_\_\_\_

Breaker Box: \_\_\_\_\_

Alarm panel: \_\_\_\_\_

Indoor/outdoor light switches: \_\_\_\_\_

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

\*\* If you want keys left at your home on last visit, where do we leave them? \_\_\_\_\_

**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.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEYS (HAVE 2 keys ready for us when we meet- be sure you have checked them in your locks)**

Bay Area Pet Pals 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 Bay Area Pet Pals 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 would like Bay Area Pet Pals 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.

\_\_\_\_\_  
Client Date

\_\_\_\_\_  
Client Date Business Date