

Checklist and Agreement for Home Owners and House Sitters Template:

THE AGREEMENT:

At premises/address:

Home owner full name and contact number:

House sitter/s full name, address and contact number:

Home owner/s: Have you requested references and/or Police check? Yes/No or N/A

House sitting dates to & from:

House sitter arrival & departure times:

The house sitter must have the home in the same condition, if not better upon owners return.

THE HOME:

Spare keys for the house sitter, have they been arranged prior to meeting? Does anyone else have keys or access to your home? (It's always a good idea to have a spare hidden, or with someone else you trust)

Where to leave the keys when sitter/s depart (not always able to be at the property when you return for handover)

Is your home owned or is it a rental? If rented please let your landlord know there will be a house sitter and leave your landlords or real estate contact here:

Mail collection or redirection instructions?

Can the sitter/s park a car safely on or near your property?

Utilities such as gas/electricity, air conditioning/heating, and washing machine/dryer – please leave any instructions if necessary:

Any internet access – your wifi internet password:

A bedroom would you prefer sitter/s to use? Also: linen – Linen will always be washed and changed prior to departing.. Please let sitter/s know if you would prefer them to bring their own:

Indoor cleaning and equipment – where are your cleaning items and vacuum cleaner etc. stored?

Are visitors allowed? If any visitor/s were to stay overnight if/what is the maximum no of allowed nights?

The owner should notify the house sitter of any damage to the property or its contents prior to starting the assignment and he/she should make a note of same in writing. Should the house sitter be responsible for any breakage during their stay, they will notify the owner.

PETS:

Your pets. Please list their names, breed and age

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

What do your pets eat? Please list each pet's meal, where it is kept, what you feed them and how many times per day.

- 1.
- 2.
- 3.

4.

5.

6.

(Please make sure there is enough pet food to last the stay, or money for more supplies)

Do they require walking/exercise and how often? Do they use a lead or go off-lead?

Where do they sleep and what is their usual bed routine?

If sitter/s go out, where do they stay – eg backyard, or inside:

Litter or doggy doos – how often do we collect and dispose or change?

Any special requirements, eg grooming or medications?

Is your pet allergic to anything?

GARDEN:

Any indoor plants that need watering or care?

Yard maintenance: do lawns need mowing, garden watering? Please leave details:

MAINTENANCE:

Security or alarm systems, window locks?

Rubbish and recycling collection times/dates?:

Your vehicles while away, do they need starting, cleaning or maintenance?

PRIVACY:

Under no circumstances will the house sitter divulge address, personal information or disrespect the privacy of the home owner/s to others, via communications or on social media platforms.

Does the home owner consent to the house sitter sharing animal or pet photos on social media? Yes/No

OTHER INFORMATION:

Your contact information while you are away (phone number and email preferred):

Alternative contact person in the event of emergency:

Emergency numbers such as vet, plumber, electrician, lock smith in case they are needed:

Please let neighbors know you will be away & inform them there will be house sitter/s

The house sitter must note and obtain receipts for any expenses incurred during the house sit. Expenses will otherwise not be reimbursed.

If the house sitter becomes seriously ill or for any other reason cannot continue the house sit and leave the property, they must contact the home owner immediately.

House sitters must never undertake anything which may result in damage to the home owner's property. In case, should something need fixing please contact home owner first for permission or call professional tradesmen, preferred suppliers of home owner at maximum amount.

Should the home owner require house sitter to pay for utilities, please specify what & dates:

ANY OTHER SPECIFIC INFORMATION?: