



Sit and Stay Pet Services Pet Sitting Guidelines and Policies

1. **Pet Sitting** visits are ____ days a week beginning at ____ a.m. The latest regular visits are scheduled for ____ p.m.
2. **Visit times:** Sit and Stay Pet Services will visit at the requested times as closely as possible. However, if we are caring for multiple pets, the times may be shifted a little to accommodate our clients. We will do our very best to arrive at the appointed times.
3. **Inclement Weather:** In the event of inclement weather, Sit and Stay Pet Services has requested on your contract the name and phone number of a person living nearby. If Sit and Stay Pet Services is physically unable to reach your home due to impassable roads, please provide us with this information so that we can contact this person to request assistance. Your pets' health and well-being is our utmost concern and we will contact you as soon as possible to keep you informed of these events.
4. **Additional Pet Care Assistance And Other Scheduled Services:** We all want our pets to have all the love and attention they deserve, but please be advised that if there are other persons entering and leaving your home, Sit and Stay Pet Services cannot be held liable for any damages or problems that may arise as a result. Please inform us at the time of the consultation of anyone who may have access to your home while you are away. This includes cleaning services, repair persons, friends, family and neighbors. Sit and Stay Pet Services does not accept liability for other persons who will be in your home during pet care and health services.
5. **Vaccinations/Immunizations:** Sit and Stay Pet Services requires that all pets have the necessary vaccinations and immunizations before service begins. We may ask to see expiration dates for rabies vaccinations.
6. **Unforeseen purchases:** Sit and Stay Pet Services will purchase pet food, litter, cleaning supplies or other necessary items that contribute to the health and well being of your pet while you are absent. We will retain a receipt and the pet owner is responsible for reimbursement of these items. In addition a \$10 trip fee will be charged to the pet owner.
7. **Pet waste:** Sit and Stay Pet Services will properly dispose of all pet waste. We do request that you provide plastic bags for this purpose and indicate where you would like these waste bags disposed.
8. **Leashes:** All dogs will be required to be on leash during outdoor walks.
9. **Animal Behavior:** Animals behavior can be unpredictable. Sit and Stay Pet Services does not accept responsibility or liability for animal behavior, normal or otherwise, which results in injury to the client's animals. Further, if a Sit and Stay Pet Services provider is harmed or injured by the client's animals, the client/owner accepts full responsibility for the cost of any necessary medical attention required by either the Sit and Stay Pet Services Pet Care provider or by the animals
10. **Fences:** Fenced in yards are wonderful playgrounds for our dogs and allow them additional space to exercise and play. **However, no fence system is totally secure.** Sit and Stay Pet Services does not accept responsibility or liability for any client's animals that escape or become lost or injured, fatal or otherwise, when instructed to leave the clients animals in a fenced in area. This includes electronic, wood, metal or any other type of fence.
11. **Other dogs:** We will not permit your dogs to interact with strange dogs. If stray dogs that are off leash approach, we will do our best to keep interaction at a minimum and move away from them.
12. **House Cleanliness:** Sit and Stay Pet Services will clean up after your pets to the best of our ability. Please inform us of the designated area for the appropriate cleaning supplies. If there are accidents above and beyond the normal amount anticipated, Sit and Stay Pet Services will charge a reasonable fee for clean up time.

13. **Privacy Policy:** All of your information will be kept private and confidential. Sit and Stay Pet Services highly respects our clients' entrusting us with the care of their home and their loving pets. We do recommend that you inform a trusted neighbor that while you are away, Sit and Stay Pet Services will be caring for your pets and your home.
14. **Household Emergencies:** Please leave the name and number of a trusted maintenance company or a person you can rely on to attend to any household emergencies that may arise during your absence. This includes but is not limited to; leaking pipes, malfunctioning water heaters and heating and air units.
15. **Thermostats:** Please leave your thermostat settings within a normal comfortable range (68-78°F). If the house temperature is outside of this range, Sit and Stay Pet Services will adjust the thermostat. This is to ensure the health and comfort of your pets and Sit and Stay Pet Services during our time of service.
16. **Early Returns/Last minute Changes:** It is not unusual for trip plans to change at the last minute. However, please understand that Sit and Stay Pet Services carefully schedules our time to service you and our other clients. Therefore, there are no refunds or credits for early returns or last minute changes to pet care. Once pet care begins, payment is due for the original dates scheduled.
17. **Cancellations:** Sit and Stay Pet Services requires a full four-day notice prior to the date of the first visit. Failure to provide notice in less than four days will result in a \$25 cancellation fee payable by the pet owner.
18. **Holiday Cancellations:** With the exception of severe weather, life threatening emergencies or a death in the family, Any cancellations prior to a major holiday; ie: Christmas, New Years, Easter, Memorial Day, July 4th, Labor Day and Thanksgiving **with less than a four day notice** will result in 50% of the total invoice for scheduled pet care to be paid. We request your understanding that Holiday travel is a peak service time for pet care.
19. **Cancellations for Mid-Day Service:** A 48-hour notice is required prior to the next scheduled visit. Otherwise payment is due for the time originally agreed upon.
20. **Termination of Mid-Day Service:** Please provide Sit and Stay Pet Services with a full 2 week or 14 day notice in the event mid-day service is no longer needed. If a 2 week or 14 day notice is not provided, payment is due for the service originally agreed upon.
21. **Payment:** Sit and Stay Pet Services accepts cash or checks. **Payment is due at the time of or prior to the first visit.** Please make all checks payable to Rebekah Seevers or Erin Schneider.
22. **Returned Check Charges:** There is a \$35 fee for all returned checks.
23. **Late Payments:** There is a 5% late charge fee for all late payments. **Payments are considered late if not received at the time of the first visit.** There is a 7 day grace period following the date of the last visit before 5% late fees are charged.

I, _____ have read, understand and agree to the policies and guidelines of Sit and Stay Pet Services. I further understand that a copy of this form will be kept on file for documentary purposes. All policies and guidelines are subject to change at the discretion of Sit and Stay Pet Services.

Pet Guardian Signature _____ Date _____

Sit and Stay Signature _____ Date _____