



At your initial consultation, please provide your sitter with 2 sets of keys. One set will be for your sitter and the other will be kept securely in our office for emergency purposes. The purpose for the additional set of keys is so that in the event your sitter has an emergency or is locked out of your home, we will still have access to your home to ensure your pet is cared for properly. If you live in an apartment complex, please also provide the sitter with a key pass to enter and exit your building.

I have provided Fur-Get Me Not with the following:

- **Number of keys and doors they open:**

- **Home security system information**
 - Where is the security system keypad located?
 - Alarm code + any additional keys to enter before or after the code:
 - How long does sitter have before the alarm is triggered?

- **Describe any special instructions that are helpful for someone who has never accessed your home (such as door sticks, never lock deadbolt, hide-a-key location, or security card to access your building).**

I furthermore agree to and understand the following:

- Fur-Get Me Not does not make backups of client keys.
- Fur-Get Me Not has permission to provide my keys to any employee that will be conducting services.
- If client supplies only one key, Fur-Get Me Not cannot respond to emergency situations in a timely manner. Client understands the risk that their pet may not be cared for as scheduled.
- Client further understands that if the services of a locksmith are required in order to access your home, client is responsible for all locksmith charges and any additional time the sitter is required to wait at the home until locksmith arrives.
- Client keys will automatically be retained on file, at the end of service. If client requests keys to be returned, client may pickup keys from our office at no charge during normal business hours. If client request keys to be mailed, client will incur a \$10 key handling fee.
- If client wishes to supply Fur-Get Me Not with new keys, client may drop keys off at our office at no charge. However, if client requests that a sitter come to their home to pickup new keys, client will incur a \$10 key handling fee.
- If client has no service activity for a period of 12 consecutive months, the client's file will become inactive and Fur-Get Me Not will dispose of client's key.

Printed Name _____ Client Signature _____

Date _____