

Pet sitter & Phone # \_\_\_\_\_

**AUSTIN PET NANNY**

512-632-9665

[www.austinpetsnanny.com](http://www.austinpetsnanny.com)

CLIENT INFORMATION			
Client(s): #1 _____ #2 _____		How did you hear about us?	
Address:	City:	State:	Zip:
Email address #1:	Email address #2:		
Cell Phone #1:	Cell Phone #2:		

HOME CARE INFORMATION														
CHECK ALL NEEDED:	Bring in mail	News-papers	Alter lights	Blinds/Shades	Water indoor plants	Water outdoor plants	Bird feeders	TV/ Radio	Litter box	Other	Recycling/ Garbage	Additional notes/ comments		

#1 PET INFORMATION			
Pet's Name:		Age:	Male Female Spayed Neutered
Type of Pet:	Breed/Color/Weight:		Current Vaccinations: Y N
Vaccinations on record with your current veterinarian? Y N <b>Does your dog have a collar and up-to-date tag? Y N</b> <b>This is <u>MANDATORY</u> in order for us to be able to care for your dog.</b>		Flea/Tick/Heartworm treated: Y N	Is pet micro-chipped: Y N Microchip Company & Phone Number: Microchip #: Is the INFORMATION CURRENT on the CHIP?
Separation Anxiety: Y N		What helps with the anxiety?	
How long have you had your pet?		Was your pet a rescue: Y N	Was your cat ever feral? Y N
Feeding Instructions (amounts, times per day, etc.):		Is your pet potty-trained?	Y N
Health Concerns/Food Allergies:		Does your pet "mark"?	Y N
Medications:		Is your pet allowed on furniture?	Y N
Quirky Behaviors:		Is your pet crate trained?	Y N
Does your dog "bolt" when a door is opened? Y N		Does your pet chew?	Y N

**#2 PET INFORMATION**

Pet's Name:		Age:	Male	Female	Spayed	Neutered
Type of Pet:			Breed/Color/Weight:		Current Vaccinations: Y N	
Vaccinations on record with your current veterinarian? Y N <b>Does your dog have a collar and up-to-date tag? Y N</b> <b>This is <u>MANDATORY</u> in order for us to be able to care for your dog.</b>			Flea/Tick/Heartworm treated: Y N		Is pet micro-chipped: Y N  Microchip Company & Phone Number:  Microchip #:  Is the INFORMATION CURRENT on the CHIP?	

Separation Anxiety: Y N		What helps with the anxiety?			
How long have you had your pet?		Was your pet a rescue: Y N		Was your cat ever feral? Y N	
Feeding Instructions (amounts, times per day, etc.):				Is your pet potty-trained?	Y N
Health Concerns/Food Allergies:				Does your pet "mark"?	Y N
Medications:				Is your pet allowed on furniture?	Y N
Quirky Behaviors:				Is your pet crate trained?	Y N
Does your dog "Bolt" when a door is opened? Y N				Does your pet chew?	Y N

**MORE PETS or MORE INFO?**

**PLEASE USE THE BACKSIDE OF THIS FORM TO COMPLETE PET'S INFORMATION or ADD MORE PETS.**

**DOG WALKING SERVICES**

Command used to go potty		Does your dog come when called? Y N	Does your dog know his/her name? Y N
How does your dog walk on a leash? Does your dog pull?			
How does your dog react around other dogs, cats or small animals? (Please include mealtime, walks, socially)			

**LOCATION OF IMPORTANT ITEMS**

Item	Location
Leash/cat carrier/crate/bags:	
Pet food and treats:	
Cleaning supplies:	
Disposal of litter box contents:	
Thermostat:	Breaker box:

**PET BEHAVIOR AND SAFETY OF PET SITTER**

\_\_\_\_\_ (Initial) I certify that my pet has not harmed or shown aggressive or threatening behavior toward any person or any other animal. If unsigned, please explain.

PLEASE INDICATE ANY BEHAVIOR THAT THE PET SITTER SHOULD BE MADE AWARE OF IN ORDER FOR THE PET SITTER TO BE SAFE AT ALL TIMES: (For example: Cat will bite if tummy is rubbed; or, dog growls if you try to take away his toy.)

Y N HAS YOUR DOG EVER BEEN IN AN ALTERCATION WHERE YOUR DOG OR THE OTHER DOG WAS INJURED? PLEASE EXPLAIN:

**PERMISSION FOR YOUR PET SITTER TO TAKE DOG(S) TO DOG PARK/TRAIL**

YES NO (circle one)

AUSTIN PET NANNY HAS OWNER’S PERMISSION TO TRANSPORT PET(S) TO DOG PARK & ONCE INSIDE ENCLOSURE, DOG(S) will be UNLEASHED. I understand that if Austin Pet Nanny takes my dog(s) to the dog park with my signed permission, my UNLEASHED dog will not be covered through Austin Pet Nanny Insurance for that duration at the park/trail, and I the owner will be fully responsible for any endangerment to my dog, to other dogs, and to anyone involved with an entanglement.

\_\_\_\_\_ SIGNATURES & DATE

YES NO (circle one)

AUSTIN PET NANNY HAS OWNER’S PERMISSION TO TRANSPORT PET(S) TO A TRAIL & WALK LEASHED. I understand that if Austin Pet Nanny takes my dog(s) to the park /trail with my signed permission, my LEASHED dog will not be covered through Austin Pet Nanny Insurance for that duration at the park/trail, and I the owner will be fully responsible for any endangerment to my dog, to other dogs, and to anyone involved with an entanglement.

\_\_\_\_\_ SIGNATURES & DATE

**PERMISSION FOR YOUR PET SITTER TO TAKE DOG(S) IN CAR**

YES NO (circle one)

AUSTIN PET NANNY HAS OWNER’S PERMISSION TO TRANSPORT PET(S) to and from Pet Sitter’s home/dog park, veterinarian, trail (on trail will always be leashed). I understand I the owner will be fully responsible for any injury to my pet(s).

\_\_\_\_\_ SIGNATURES & DATE

## CLIENT KEYS

Austin Pet Nanny prefers to keep *two sets* of Client keys on file to simplify arrangements for future visits. One set will be kept in a home office safe, and the other set will travel with the pet-caregiver. If you do not release two sets of keys and a locksmith is obtained due to a lock-out, loss of key, or key breaks, you are fully responsible for the fees rendered by a locksmith. If you prefer, you may release one key and share with pet sitter the location of a hidden key outside the house.

**Please initial one of the following (You must initial one of the following statements for this contract to be valid):**

\_\_\_\_\_ I release two sets of keys

\_\_\_\_\_ I release one set of keys and have shared with pet sitter the location of a hidden key or will give Garage/House Keypad Code: \_\_\_\_\_

**Also, please initial one of the following:**

\_\_\_\_\_ I release my house keys to Austin Pet Nanny to retain on file. I may revoke this release at any time, at which time my keys will be returned.

\_\_\_\_\_ I would like Austin Pet Nanny to return my house keys after the current service is completed.

\_\_\_\_\_ I understand there is a \$10 fee for Austin Pet Nanny to make an extra trip to return keys post service. (Please include in payment.)

If keys are to be left after last scheduled visit in or near the client's home, or with neighbor, please indicate:

\_\_\_\_\_

**Note:** It is not advised for owner to direct Austin Pet Nanny to leave key locked inside house in the case that client incurs a delay in return and pet sitter cannot get back inside the house without a locksmith to extend the date of service.

**DO ANY NEIGHBORS HAVE A KEY TO YOUR HOME IN CASE OF SEVERELY INCLEMENT WEATHER?**

\_\_\_Y\_\_\_N

*If so, please provide name/address/phone/email:*

*\*Please Note: If anyone else has access to your home while the pet-sitting job is being performed (other than for an inclement weather situation); Austin Pet Nanny can assume no liability for any damages or losses to your home or pet(s)*

## CAMERAS/ALARM SYSTEM IN YOUR HOME?

Y\_\_\_N\_\_\_ CAMERA LOCATIONS:

Y\_\_\_N\_\_\_ ALARM SYSTEM Access Code: \_\_\_\_\_ Alarm Password & Instructions:

## EMERGENCY CONTACT INFORMATION ONE MUST BE LOCAL

1) Name:	Email:	Cell:	Home:
Address:			Relationship:
2) Name:	Email:	Cell:	Home:
Address:			Relationship:

## MEDICAL EMERGENCY SERVICES

Veterinarian's Name/Clinic:

Phone:

Address:

Please describe any known medical or physical problems, including allergies OR past surgeries:

PERMISSION TO BRING PET(S) TO VET: YES \_\_\_ NO \_\_\_

MAXIMUM AMOUNT TO BE SPENT WITHOUT OWNERS' APPROVAL: \$ \_\_\_\_\_

**PLEASE NOTE:** Trips to and from the vet and actual waiting time are charged at the *rate of \$50/hour* \_\_\_\_\_ (initial)

### TERMS OF CONTRACT

**Please read carefully and initial each section for this contract to be valid for all services from the date of first service and for all future services rendered by AUSTIN PET NANNY, or until contract is terminated by either party.**

\_\_\_ (Initial) **Austin Pet Nanny** agrees to exercise due and reasonable care in the execution of the services provided to the Client. If the animal(s) becomes ill while under our care, you will be notified at once. If you cannot be reached, we will attempt to notify the emergency contact. If the animal's condition requires immediate action, we have the right to notify the veterinarian listed on the information sheet. If we cannot contact the listed veterinarian, we have the right to call a veterinarian of our choice and/or transport the animal to a veterinarian in either case. All veterinarian's fees are payable in full by you.

\_\_\_ (Initial) In addition, **Austin Pet Nanny** shall not be responsible for the pet's welfare when it will not return to the house or enclosure if we have been instructed to let the pet out for exercise. The fee owed under this agreement shall be earned and payable even though we are unable to perform the services because of the animal's behavior (running off, vicious behavior, etc.) if we have made a reasonable effort to perform the necessary service.

\_\_\_ (Initial) **Austin Pet Nanny** shall not be responsible for the injury or death of any animal(s), except in those instances where we have been guilty of willful or wanton negligence in the performance of our services.

\_\_\_ (Initial) **Austin Pet Nanny** is not responsible for damages and expenses resulting from chewing, scratching and/or multiple accidents at the client's home.

\_\_\_ (Initial) Dogs boarding at a **Austin Pet Nanny** home: if the dog creates damage by chewing, scratching and/or multiple accidents, the client is held **100%** responsible for ALL repairs.

\_\_\_ (Initial) Furthermore, **Austin Pet Nanny** has authority to treat any problems, which arise in the best possible way deemed by the **Austin Pet Nanny**, and the client assumes full financial responsibility for any and all expenses involved.

\_\_\_ (Initial) **In the case whereby the pet sitter is injured by the client's pet, the client is responsible for all medical expenses.** Client agrees to indemnify, hold harmless and defend the pet sitter.

\_\_\_ (Initial) if you return from your trip early, *you must notify us immediately*. If you do not notify us and the sitter arrives for the next scheduled visit, then you will be charged for that visit at the set rate **except in the cases of overnight visits** that have **no** refund. Client understands that this contract also serves as an invoice and takes full responsibility for prompt payment.

\_\_\_ (Initial) **Austin Pet Nanny** retains the right to terminate this contract at any time before or during its term if **Austin Pet Nanny**, in its sole discretion, determines that a danger exists to the health or safety of the Pet Sitter. If concerns prohibit pet sitter from caring for pet, Client authorizes pet to be placed in a kennel with all charges therefore to be charged to Client. Every attempt will be made to notify Client regarding such situation.

\_\_\_ (Initial) Client authorizes this signed contract to be a valid approval for future services of any purpose provided by this contract permitting **Austin Pet Nanny** to accept telephone reservations for services, and to enter premises without additional signed contract or written authorization.

**I certify that I have read and understand the policies of Austin Pet Nanny as set forth in this Service Contract. I agree to its content:**

Client Name(s) \_\_\_\_\_

Client Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Services agreed upon with Austin Pet Nanny to be filled out at Meet & Greet:**

**DATES:** \_\_\_\_\_

Number of Visits/Walks:                      Total \$:

Number of Overnights:                      Total \$:

**Other Service & Surcharge: (including medications, elderly dog, puppy, distance, fish pond, aquarium, surplus watering of plants, trees)**

\$ \_\_\_\_\_

**DEPOSIT RECEIVED              DATE & AMOUNT** \_\_\_\_\_

***Balance of Payment due on First Day of Services***

(Note: HOLIDAY SURCHARGES LISTED ON WEBSITE)

**All payments must be paid on or before the first day of service.**

Venmo, Cash & Check (made out to Dena Traweek) are all accepted.

The parties herein agree as follows:

In the event of early return, Client must notify Austin Pet Nanny promptly and **there is no refund for cancelled visits or overnights.**

\_\_\_\_\_ Signature & Date