



Key Handling Form

At your initial meet and greet, please provide your sitter with two sets of keys. One set will be for the sitter and the other will be kept securely in our office for emergency purposes. The additional set of keys ensures your pet receives uninterrupted care in the event your primary sitter has an emergency or is locked out of your home.

If you live in an apartment complex, please also provide the sitter with a key pass to enter and exit your building.

If you have a keyless enter system, please provide one set of keys. The set is kept in the office for emergency purposes, such as a power failure.

I have provided Wagging Tails Guru with the following:

- Number of keys and the doors they open:
- Home security system information
 - Keypad location:
 - Alarm code and any additional keys to enter before or after the code:
 - How long does the sitter have before the alarm is triggered?

Describe and special instructions that are helpful for someone who has never access your home (i.e. door sticks, never lock deadbolt).

I furthermore agree to and understand the following

1. Wagging Tails Guru does not make backups of client keys.
2. Wagging Tails Guru has permission to provide my keys to any employee that will be conducting services.
3. If the client supplies only one key, Wagging Tails Guru 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, the client is responsible for all locksmith charges and any additional time the sitter is required to wait at the home until the locksmith arrives.
4. Client keys will automatically be retained on file, at the end of service. If the client requests keys to be returned, the client will be charge a \$10 key handling fee. The client can request to pick up the key at no cost.
5. If the client wishes to supply Wagging Tails Guru with new keys, the client will incur a \$10 key handling fee. The client can request to drop off the keys at no cost.
6. If the client has no service activity for a period of 18 consecutive months, the client's file will become inactive and Wagging Tails Guru will dispose of the client's key(s).

Printed Name

Signature

Date