

# HOUSE/PET SITTING AGREEMENT

This agreement enables the homeowner and house and or pet sitter to agree terms of what is expected from each party regarding the house/pet sitting assignment. Throughout the document the term 'Sitter' refers to either House sitting and or Pet sitting.

This Agreement is made on the  day of

between  the Client or Homeowner,  
and  the Sitter; for and on behalf of West  
Wales Pet Watch

The Agreement relates to the property and pets at:

With effect from   
to

The Homeowner grants permission to the Sitter to occupy the above premises pursuant to the terms and conditions contained in this Agreement. The Homeowner makes the following express terms:

- No persons or pets other than specifically included for in this Agreement are permitted to live at the premises during the term of this Agreement.
- This Agreement does not constitute a lease. The parties agree that the Sitter only has a license to occupy the premises under the same Terms and conditions of this Agreement and has no legal interests in the premises.
- The Sitter must vacate the premises at the end of the term of this Agreement.

# THE HOMEOWNER AGREES:

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To provide all food and sundry items and equipment for the care of all animals, alternatively the Homeowner can agree with the Sitter to reimburse the Sitter for any food or supplies bought for the animals during the assignment.

To make arrangements for the payment for any services provided by a qualified veterinarian in the treatment and care of the Homeowner's animals. To inform the Vet of the dates the House-sitter will be responsible for the pets.

To give full details of all pets requiring care during the assignment.

To provide the Sitter with at least seven day's notice of any change to the agreed first day of the House-sitting assignment.

To provide premises clean and fit to live in.

To provide the Sitter with a set of keys for the premises. A spare set of keys may be left with a neighbour/local contact if required.

To the use of the house telephone being used in an emergency by the Sitter for care of the animal/s or the Sitter his/herself.

That the Sitter may be granted Internet access through the house broadband facilities. This topic will be discussed during the set-up visit.

To inform the Sitter and West Wales Pet Watch if anyone else is expected to be coming to the property during the client's absence, ie friend, relative, and whether or not they have their own key.

# THE SITTER AGREES:

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To give every reasonable effort to ensure the good health, cleanliness, comfort, safety and happiness of the animals covered by this Agreement.

To be responsible for any act by any person invited on to the premises by the Sitter.

Not to use or allow the premises to be used, for any illegal purpose.

Not to cause a nuisance or allow a nuisance to be caused on the premises.

Not to interfere, or allow others to interfere with the reasonable peace, comfort or privacy of any neighbours.

Not to sub-let the premises nor to allow any person to live or temporarily stay unless the Homeowner grants permission.

Not to keep any animal on the premises other than those listed in this agreement without the permission of the homeowner.

Not to cause or allow any damage to be caused the premises.

To care for all fixtures and fittings in the premises.

To regularly clean the premises unless cleaners are provided by the Homeowner and to maintain the premises as clean and tidy as at the start of this agreement.

To notify the homeowner as soon as possible of any damage to the premises.

To deal with household rubbish and recycling as directed by the Homeowner.

To report any infestation of the premises to the Homeowner and reasonable efforts to seek resolution of such problems.

To ensure that reasonable security measures are used in safeguarding the property and its contents, as instructed by the Homeowner.

Not be absent from the premises for more than 3 hours during daylight hours in a 24-hour period. In normal circumstances the Sitter will not leave the premises after dark, unless to exercise dogs away from the property or an emergency.

Not to leave any animal/s if they are unwell.

To pay or re-imburse the Homeowner for any personal telephone calls made on the landline during their stay.

To provide their own food, bedding and towels.

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# ANIMALS:

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Name and describe each animal to be covered by this Agreement. Give details of how you would like each animal to be managed on a daily basis. Complete the form at the rear of this document. Use as many as is required.

Include details of any medications or special treatment that each animal requires.

Please ensure, where required, that all animals are up to date with their vaccinations, worm treatment and flea/tick prevention.

Please ensure that the garden/exercise area for dogs is clear of faeces before the sitter arrives.

In the event of any unforeseen circumstances during your absence from home, please give details of any friend, relative or NOK who will be able to take responsibility for your animals.

# PAYMENT REIMBURSEMENTS:

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**The Homeowner will agree to pay or reimburse the Sitter for:**

- All animal costs paid by the Sitter in the care of the animals listed in this agreement.
- All costs of emergency repairs or pre-arranged routine maintenance of the premises.
- Any reasonable costs that the Sitter has incurred for making repairs to the premises so long as:
  - The Sitter was not in breach of this agreement when the damage occurred.
  - The Sitter gives the Homeowner, or their nominated contact, opportunity to access and to make repairs.
  - The Sitter makes a reasonable attempt to have engaged a tradesperson to make the repairs.
  - The Sitter provides receipts for any costs incurred.

# REPAIRS & EMERGENCY CONTACT DETAILS

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Please name and give contact number details for your preferred service supplier/s.

|   |                      |
|---|----------------------|
| Gas Fitter                                    | <input type="text"/> |
| Electrician                                   | <input type="text"/> |
| Plumber                                       | <input type="text"/> |
| Builder                                       | <input type="text"/> |
| Window Repairer                               | <input type="text"/> |
| Locksmith                                     | <input type="text"/> |
| Police  | <input type="text"/> |
| Fire Service                                  | <input type="text"/> |
| Hospital with A&E                             | <input type="text"/> |
| Vet   | <input type="text"/> |
| Emergency 24 hour<br>animal treatment service | <input type="text"/> |
| Other   | <input type="text"/> |
|   | <input type="text"/> |
|   | <input type="text"/> |

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# CONTACT DETAILS

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|                      |                      |
|----------------------|----------------------|
| <b>The Homeowner</b> | Phone No/s           |
| Postal Address       | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
|                      | E-mail               |
|                      | <input type="text"/> |

|  |                      |
|--|----------------------|
| <b>Nominated contact person's details –<br/>Neighbour, relative or NOK</b> | Phone No/s           |
| Postal Address   | <input type="text"/> |
| <input type="text"/>   | <input type="text"/> |
|  | E-mail               |
|  | <input type="text"/> |

|                      |                      |
|----------------------|----------------------|
| <b>The Sitter</b>    | Phone No/s           |
| Postal Address       | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
|                      | E-mail               |
|                      | <input type="text"/> |

# SIGNATURES TO ENTER INTO THIS AGREEMENT AND AGREE TO ITS TERMS

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|   |   |
|---|---|
| <b>Charges</b>  |   |
| Daily House-Sitting Charge:   | <input type="text"/> x <input type="text"/> days = <input type="text"/> |
| Fuel Charges  | <input type="text"/>  |
| <b>Total Charges</b>  | <input type="text"/>  |
| *****   |   |
| Deposit: (30% of House sitting charge)  | <input type="text"/>  |
| Balance on completion (remaining 70% + Fuel charges)  | <input type="text"/>  |
| <b>From:</b> <input type="text"/>   | <b>To:</b> <input type="text"/>   |
| <b>The Homeowner</b>  | <b>The Sitter</b>   |
| Name<br><input type="text"/>  | Name<br><input type="text"/>  |
| Signature<br><input type="text"/>   | Signature<br><input type="text"/>                                       |
| Date<br><input type="text"/>  | Date<br><input type="text"/>  |
| I also agree that my pet/s <input type="text"/> may / may not be walked off the/their lead/s. |   |

# BOOKINGS AND CANCELLATIONS

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When making a booking a 30% deposit will be required and paid to West Wales Pet Watch within 14 days of invoice date. This is non-refundable and is applicable to this booking only, ie it is non-transferable to a different booking. The balance of Services, including fuel costs, will be paid directly to the Sitter from the client at the end of the Pet Sit, or definitely within 14 days.

A 'booking' refers to all our services. ie Pet Sitting, House Sitting, Doggy Day Sit, Daily Visits and Dog walking.

Provisional bookings will be held for 28 days, after which the 30% booking fee will be required to secure the booking.

If a booking is cancelled within 7 days of the start date of Pet Sit, the client will be required to pay the full amount of Fees to the Sitter. Any cancellation made within 60 days and up to 8 days before start of Pet Sit, the client will be required to pay 50% of the total fees to the Sitter.

## WINTER WEATHER POLICY.

During the winter months we will of course endeavour to reach all our booked pet sits. However, if we experience extremely bad weather, we may be forced to cancel. If the case is such that driving to your property in snow and ice conditions or flooding, would put the Sitters life at risk, West Wales Pet Watch will make the decision on behalf of the pet sitter to cancel the pet sit. We will give the client as much notice as possible. There shall be no cancellation fee to pay if the decision to cancel is made by West Wales Pet Watch. Thank you for your understanding.



# SITTER EXPENSE CLAIMS

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This form to be used to list the Sitter's expenses in the care and upkeep of the property and animals listed in this agreement. The Sitter should keep an itemised list of such expenses as well as a receipt for each item.

| Claim Description | Cost   |
|-------------------|--|
|                   |  |
|                   | Total <input data-bbox="1145 1093 1437 1155" type="text"/> |

## Sitter liability claims

This form to be used to list the Sitter's liabilities during the house-sitting assignment. These could include any accidental loss or damages to the homeowner's property.

| Claim Description | Cost   |
|-------------------|--|
|                   |  |
|                   | Total <input data-bbox="1145 1845 1437 1908" type="text"/> |

# HOMEOWNER'S CHECKLIST - SOME SUGGESTIONS FOR BEFORE YOU LEAVE.

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Homeowners - use this checklist to ensure that you're ready to hand over the care of your home and animals to your Sitter on the day that you leave.

## Neighbours

Please let your neighbours, friend and family know that you have a Sitter moving into your home to avoid unnecessary misunderstandings.

## Security systems

If you have an alarm system, you may need to make arrangements with the security company for a code and password specifically for your Sitter to use. Keys for windows locks should be left with your Sitter.

## Insurance

Contact your insurance company to let them know you will have a Sitter moving into your home.

## Contact information

Please leave contact information so your Sitter can stay in touch while you're away. See the house-sitting agreement for contact information page.

## Emergency contact

You may want to ask someone such as a friend, neighbour or relative etc to act as a nominated contact person for your Sitter to liaise with your absence

## Spare keys

Leave a set of spare keys with your nominated contact person or your Sitter.

## Rubbish collection & recycling services

Make a note of which days your rubbish and recycling are collected.

## Compost

Make a list of what you would and wouldn't like your Sitter to add to your compost.

## Animal documentation

All of your animal's records should be put together in a folder for your Sitter's easy access. These records could include:

- Immunisations.
- Tattoo.
- Microchip.
- Any lost pet register phone numbers.
- Medical history and current medications.

## Animal supplies

Please stock up on enough supplies for your animals while you are away. These supplies could include the following:

- Food (including any special treats, chewing bones, drinks etc)
- Medications
- Toys
- Exercise equipment
- Identification tags, tattoo or microchip
- Bedding
- Cleaning and grooming equipment (medicated shampoo, towels, hoses, brushes, scissors, clippers)
- Waste collection equipment (bags, gloves, litter, disinfectant)

## Home contents list

Make a list of any items you'd prefer your Sitter not to use.

### **Out of bounds**

You may like to write a list of any areas or rooms in your house or on your property that you don't want your Sitter to use.

### **Parking**

Describe what parking is allowed on or near your property including costs and restrictions. You may be able to arrange for a visitors parking permit for your Sitter to use.

### **Visitor's policy**

What is your preference for visitors to your home while you are absent? If you have strong feelings about a visitor's policy, include this information in your house-sitting agreement.

### **Subscriptions**

You may want to suspend or cancel any magazine, newspaper or online DVD rental subscriptions you may have.

### **Internet access**

You may want to suspend or cancel your internet access account unless agreed that you are providing this.

### **Mail redirection**

You may want to set up a redirection order for your mail – unless you make specific arrangements for redirection with your Sitter.

### **Home deliveries**

You may want to suspend or cancel any regular home deliveries you may have. Please let the Sitter know if you are expecting any parcels or deliveries.

### **Indoor plant maintenance**

Leave any supplies for your indoor plants to your Sitter. Attach written instructions to these.

### **Outdoor maintenance**

The Sitter will be happy to water and tend to any outdoor pots, tubs, hanging baskets, greenhouses & polytunnels. Leave detailed instructions and equipment accessible. Grass cutting may be done at an extra cost (charged

per hour) depending on the Sitter. Leave instructions for the mower.

### **Use of your vehicle**

If you are happy to have your Sitter use your vehicle while you're away you need to do the following:

- Familiarise them with the vehicle before you go.
- Add their name to the motor vehicle insurance policy.
- Have them confirm in writing that they will be liable for any costs and damages incurred while using your vehicle including paying any excess fees on any resulting insurance claim.
- Provide local driving regulation information for their reference

### **Maintenance of your vehicle**

You may want to have your vehicle maintained in your absence. This could include asking your Sitter to start your car once a week.

### **Clean and tidy home and garden.**

It's a good idea to ensure your house and grounds are clean and tidy in preparation for your Sitter's arrival. Please discuss with the Sitter where the designated toilet area/s are for your dog/s.

### **Perishable foodstuffs**

Please clear out your refrigerator and dispose of any of any perishable foodstuffs. The Sitter will provide their own food for the duration of their stay. Please provide fridge/cupboard space for this, especially if all foodstuffs have to be kept away from hungry dogs.

### **Bed Linen & Towels**

The Sitter will bring their own bed linen and towels unless the homeowner is happy to provide this.

### **Storage space**

You may need to empty some cupboards and drawers for your Sitter to store their belongings.

### **Storing valuables & breakables**

You may wish to lock away your valuables and breakables in a secure area such as a locked cupboard or attic space.

### **Gas & Electric**

Leave instructions for the safe use of your electricity and gas services. Show your Sitter where the relevant meters are as well as the fuse boxes and cut-off switches. Please also leave a torch, candles and matches for use in a power cut.

### **Heating & Hot Water**

Leave detailed instructions on how to program any heating and hot water.

### **Television**

Please leave instructions for use of any television and associated equipment Sky box, DVD etc. Include remote controls.

### **Transport maps**

Local transport maps covering travel by bicycle, bus and train are invaluable for helping your Sitters get oriented.

### **Water & drains**

Leave instructions on the location of your water mains tap and means of access to your sewer system.

# ANIMAL DETAILS

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Give details of how you would like each animal to be managed on a daily basis. Use as many sheets as is required.

Include details of any medications or special treatment that each animal requires.

**Animal/s Details**



