



## In Client Home Pet Sitting Intake Form

- Client is to be familiar with all policies, terms of services, and procedures.
- Please fill out the In Client Home Pet Sitting questionnaire below and leave a signed copy for team member to follow during his/her stay. This document will be saved to our records and will be used during future care.
- Payment is due on the first day of care. Please leave payment for the assigned pet sitter to deliver to the Colorado Pet Companion office.

**Pet Proofing:** The pet owners are solely responsible for pet proofing the any areas of the home or property to which the pet/s has access prior to the arrival of the CPC pet sitter. This includes thoroughly inspecting fences, gates, latches, doors and other devices meant to contain the pet/s or restrict access to specific areas. All toxic and dangerous medications and foods that could compromise the pet/s health, i.e. medications, chocolate, candy, alcohol, marijuana, coffee, grapes, dairy products must be safely stored away. A few thoughtful preparations can ensure your pet/s's health, happiness, safety, and add greatly to your peace of mind, and your pet/s sitter's, while you're away.

<u>Client Name/s:</u>	<u>Primary Contact Name/Phone:</u>
<u>Secondary Contact Name/Phone:</u>	
<u>Home Address:</u>	
<u>Emergency Contact Name, Relation &amp; Phone:</u>	
<u>Pet/s Name(s)/Age/Breed/Color:</u>	<u>DOB:</u>

### Daily Communication & Updates

Preferred Communication Method for Daily Updates from Pet/s Sitter:

- via TEXT  
 via EMAIL

Preferred Email Address:

How Often Would You Like to Receive Daily Updates? (Check One)

- One daily summary update with pictures at the end of each day  
 One daily summary update with pictures every other day

### Way of Entry

If you have provided Colorado Pet Companion with a key, would you like your key to be kept on file?

- YES**, keep key on file – Client specifically authorizes and requests that Colorado Pet/s Companion keep keys on file for use when Client makes future requests for services.  
 **NO**, return key after scheduled care is complete.

Garage Code:

Emergency Spare Key Location:

Home Security/Alarm Code:

Alarm Company:

Alarm Location:

Alarm Code Word:

Do you have any interior or exterior security cameras? **YES** or **NO** If yes, please provide us with their location:

### WiFi Network & Password Information

Network ID:

WiFi Password:

Location of Router:

## 🔗 Mail & Packages 🔗

Collect Mail and Package: **YES** or **NO**

If yes, location of your mailbox:

Mail Box #:

## 🔗 Home Care Instructions 🔗

What days do the trash, recycling, and compost get picked up?

Location of compost, recycling and trash bins:

Would you like any indoor plants to be watered? **YES** or **NO** If yes, what is the watering schedule:

Please note: A fee of \$25 per each day will be applied to your invoice for any exterior plant/garden care OR more than 4 interior house plants.

Where will the Pet Sitter sleep?

Where will the pet/s sleep?

Pet Sitter will wash any used linens and towels. Location of laundry room:

Location of cleaning supplies, vacuum, and broom:

Location of toilet paper, paper towels, trash bags:

Location of additional linens and towels:

Location of doggie towels:

Are pet/s allowed on furniture?

Are there any doors that are to be kept shut?

Is there anything in your home that is off limits to the Pet Sitter or your pets?

Are there any appliances that you would prefer the Pet Sitter NOT to use? (or any that do not work properly?)

Are there any specific lights that you would like left on/off during the day or night?

Thermostat location and instructions:

## Emergency Shutoff Locations

Circuit breaker:

Gas shutoff:

Location of flashlights in case of power outage:

Main water shutoff:

## Back Yard Information

Is the backyard fully enclosed?

Location of all gates that enter the yard:

Is back yard play/hang time encouraged? **YES** or **NO** If yes, what does your pet like to do in the back yard? Examples: Sunbathe, play ball or frisbee, play chase, etc.

Does your pet/s have any history or escaping? **YES** or **NO** If yes, please explain:

Does your pet dig in the yard? **YES** or **NO**

Is the pet sitter allowed access of hot tub? **YES** or **NO** If yes, is there special maintenance instructions?

Do you have a sprinkler system? **YES** or **NO**

If yes, are the sprinklers on a timer? **YES** or **NO**

Location of sprinkler timer:

**Are you expecting any visitors?** During the duration of our stay, if you are expecting any visitors at the house, such as friends or family, neighbors, house cleaner, gardener, landscapers, or any type of maintenance workers, the Client **MUST** send an email notification to [Info@ColoradoPetCompanion.com](mailto:Info@ColoradoPetCompanion.com) prior to care. Please refer to the CPC Visitors, Roommates, Job Sharing and Maintenance Worker Policy. Please make sure all visitors know to securely shut any gates to the yard and to always lock up the house when coming and going. CPC is not liable for any incidents caused by a visitor who is not affiliated with our company.

### **Feeding Schedule and Instructions**

List your pet/s feeding schedule and instructions:

List any medications, med schedules, or supplements.

Instructions and commands to be used when giving pet/s their food:

Location of Pet/s Food:

Location of Water Bowls & Food Bowl:

Location of Treats:

How many treats are allowed each day?

### **Daily Routine, Exercise/Walk Schedule, and Pet/s Behavior**

List your pet/s daily walk or exercise schedule:  
Please include the duration of walks.

Potty schedule:

Location of leashes, collars, harnesses, brushes, etc. :

How does your dog typically behave on walks?

What is your dog's reaction when they see another adult, child, or dog on a walk?

Are there any unfriendly dogs or people that we should avoid on the walking route?

Does your dog chase rabbits, squirrels, prairie dogs, or cats?

What commands does your pet know?

What tricks does your pet know?

Does your pet enjoy lots of rubdowns, scratches behind the ears, cuddles, and belly tickles? If yes, we promise an abundance of lovin' and affection!

Where are your pet's toys kept? Does your pet have a favorite toy?

Does your pet have a history of destroying or eating toys? Do you give us permission to throw away any hazardous remains of toys?

Would you like your dog's collar left on or taken off while inside the house?

What is the protocol for when your pet is left alone? Is your pet to be crated or have free roam?

What is the longest duration your pet/s is OK to be alone?

Is your pet a counter surfer or have any history of getting into things?

Does your pet have a favorite hiding spot?

Does your pet have any habits or quirks that the pet sitter should be aware of? Examples: Sleeps often, does not like paws touched, likes tennis ball better than the Frisbee, is not allowed to be left alone with bones, likes treats on walks, has a special blanket, etc.

Does your pet have any fears or phobias? Examples: Afraid of thunder, fireworks, vacuum cleaners. Fear of being alone, strangers, males or females, strangers, going up and down stairs, riding in the car, children or specific objects.

Does your pet have any history of anxiety or aggression? YES or NO If yes, please explain:

**🐾 Health & Veterinary Information 🐾**

Is your pet micro-chipped? YES or NO Microchip ID#:

Name of pet microchip recovery database:

Does your pet have any medical history? YES or NO If yes, please explain below:

Does your pet have any allergies? YES or NO If yes, please explain:

Is your pet up to date on all shots? YES or NO

Veterinarian name, address, and phone number:

In the event of an emergency, the client will be contacted immediately. If we were unable to contact you directly, how would you like us to proceed? How is payment to be made in your absence? (One option is to contact the vet before you go, and arrange to have them place any charges against your credit card, or alternatively agree that you'll pay them any outstanding balances when you get back home.



**Snow Removal**

Colorado Pet/s Companion does not provide snow removal services. The assigned pet sitter will clear a minimal amount of snow to gain access to and from the house. In the event you are away and a significant snowfall occurs, we ask that you please make arrangements to have your entrance, driveway, and sidewalk cleared of any snow.

**Poop Pick Up**

You can count on the assigned pet sitter to clean up after your pet/s throughout his or her stay. It is expected upon arrival that the yard is to be free of any pet/s waste.

By signing below, the Client agrees that he/she has read this agreement and the Client Packet in its entirety, and fully understands and accepts its policies and terms and conditions. The Client authorizes Colorado Pet Companion team members to enter the premises to perform services as described in the answers provided by the Client above.

I have read the terms above, as well as the Client Packet in its entirety. By signing below, I agree to the conditions listed above and in the Client Packet:

Client Signature \_\_\_\_\_

Print Client Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_