



Sierra Foothills Pet Sitting Services

Diane Hauser

530-334-0413

Dear Pet Lover,

In anticipation of your upcoming travel plans, we've put together a handy checklist to help you prepare for your Pet Sitter.

1. Please be sure that we have the **correct entry information**, i.e. lockbox code and location, garage code, and/or hide-a-key information. Please be sure to check the key to make sure that it works properly. It's also a good idea to give a back-up key to a neighbor or friend that lives close by in case of an emergency. You'll also want to let your neighbors know that you have a Pet Sitting service coming while you're away.
2. Please be sure that we have **up-to-date security system information** and very clear instructions on how the system is armed and disarmed. In the event that your sitter accidentally trips your alarm, please be sure that we have the **correct password** for when the company calls.
3. Please be sure that we have all the **correct contact information** for both you and your emergency contact.
4. Please be sure that we have all the **correct pet care and house care information**. Things to include are feeding routine, walking routine, where to store the mail and newspapers, trash and recycling pick-up days, leash and litter-box location, poopy and litterbag location, cleaning supply location. Please email the office at diane@yourhousepetsitting.com with the updated information so we can update your file.
5. Please be sure to leave **plenty of pet food, treats, and poopy/litter bags**.
6. Please be sure to **secure all doors** that you want to remain closed. You'll also want to make note of these in your update.
7. Please **put anything that your pet can get into out of harm's way**. This may include wastepaper baskets, clothes hampers, remote controls etc.
8. Please be sure we have **updated vet information**. In the case of an emergency we will transport your pet to your vet or the nearest emergency clinic.
9. Please be sure to **leave detailed instructions if your pet needs medication administered**.
10. Please let us know if you would like your sitter to leave **a radio playing softly or if they should leave the TV on** when they leave the home. Some pets find this soothing in their owner's absence.

Safe Travels

Diane Hauser

Pet Sitter Owner
Professional Pet Lovers