



Key Handling Form

pawsitivepetplace.com
612-750-0573
pawsitivepetplace@gmail.com

At your initial consultation, please provide your sitter with 2 sets of keys. One set will be for your sitter and the other will be kept securely in our office for emergency purposes. The purpose for the additional set of keys is so that in the event your sitter has an emergency or is locked out of your home, we will still have access to your home to ensure your pet is cared for properly. If you live in an apartment complex, please also provide the sitter with a key pass to enter and exit your building.

I have provided Pawsitive Pet with the following:

- Number of keys and doors they open:
- Home security system information
 - Where is the security system keypad located?
 - Alarm code + any additional keys to enter before or after the code:
 - How long does sitter have before the alarm is triggered?
- Describe any special instructions that are helpful for someone who has never accessed your home (such as door sticks, never lock deadbolt, hide-a-key location, or security card to access your building).

As a client of Pawsitive Pet, I furthermore agree to and understand the following:

- Pawsitive Pet does not make backups of my key(s).
- Pawsitive Pet has permission to provide my key(s) to any employee that will be conducting services.
- If I supply only one key, Pawsitive Pet may not be able to respond to emergency situations in a timely manner. I understand the risk that my pet may not be cared for as scheduled.
- I further understand that if the services of a locksmith are required in order to access my home, I am responsible for all locksmith charges and any additional time that is required to wait until locksmith arrives.
- My key(s) will automatically be retained on file at the end of service. If I request my key(s) be returned, a \$15 key handling fee may be incurred.
- If I have no service activity for a period of 12 consecutive months, my file will become inactive and Pawsitive Pet will dispose of my key(s).

Client Signature _____ Printed Name _____

Date _____