



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

1. Please be sure that we have the **correct entry information**, i.e. lockbox code and location, garage/front door 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 (or simply hide a second key) in case of an emergency. You'll also want to let your neighbors know that you have a Stayin' Home Pet Care 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, or the police come to do a home check.
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 litterbox location, poopy and litterbag location, cleaning supply location. Please log in to your profile before your trip to see if your information is correct. If not, update the information so your sitter can care for your pets as needed. If you have questions, email the office at karla@stayinhomepetcare.com
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 harms 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. It might be best to also contact the office to let us know that your pet is on medication so there is no second guessing**.
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,

Karla Caddell

Stayin' Home Pet Care Owner