



## Key Handling Agreement

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I have provided Exceptional Pet & House Sitting with the following key(s) on date: \_\_\_\_\_

*(Please describe, including the doors the keys will open)*

Main Keys:

Backup Keys:

I furthermore agree to and understand the following conditions and terms:

Exceptional Pet & House Sitting will place an identifying code on my keys. My keys will not be marked with my name or address.

### **Retain Key:**

\_\_\_\_\_ My keys will be automatically retained by Exceptional Pet & House Sitting at the end of each service period. The pet sitter will place the key in a secured location until future service is requested. When not in use or prepared for use, my keys will be stored in a secure location by the pet sitter.

### **Return Key:**

\_\_\_\_\_ I understand that if I decide that if at any time I'd prefer to have my key returned at the last visit of my service, I will leave a note on the first day of service. This note will include the message "**Pet Sitter - Leave Key on**", **the date and time of the last scheduled visit**, and **instructions on how to secure my home while leaving the key**. I understand that the pet sitter will not be able to access my house again after the pet sitter has left the key, including in the case of emergencies or delays in my return.

Exceptional Pet & House Sitting has permission to provide my keys to any of its employees or independent contractors that will be providing me with Pet Sitting Service.

Exceptional Pet & House Sitting is willing to exchange keys via mail but is not responsible for keys that are sent and/or lost in the mail. The envelope will be padded and clearly marked with "Hand Sort Only – Do not machine process". Exceptional Pet & House Sitting is also willing to exchange keys via drop off or pick up.

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Client/Owner Name: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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