



KEY HANDLING AGREEMENT

PET SITTING & DOG WALKING

I have provided Muddy Paws Pet Sitting & Dog Walking with the key(s) listed below on: _____

Please describe in detail, including the doors the keys will open. A \$3 per key charge will be assessed if a backup method of entry is not provided.

MAIN KEYS:

BACKUP KEYS:

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

Muddy Paws Pet Sitting & Dog Walking has my permission to make a copy of my key(s) for emergency / backup purposes at their discretion. Muddy Paws Pet Sitting & Dog Walking agrees to place an identifying code on my keys. My keys will not be marked with my name, address or pets name(s). When not in use or prepared for use, my keys will be stored in a secure location by the pet sitter.

My keys will be automatically retained by the pet sitter at the end of each service period. The pet sitter will place the key(s) in a secured location until future service is requested. Muddy Paws Pet Sitting & Dog Walking has permission to provide my keys to any of its employees or independent contractors that will be providing me with pet sitting service(s).

KEY RETURNS

I understand if I decide, if at any time, I'd prefer to have my key(s) returned at the last visit of my service, I will leave a note on the first day of service. This note needs to include the message "Pet Sitter - leave key on [indicate where to leave key]"; the date and time of the last scheduled visit; and instructions on how to secure the home while leaving the key(s). I understand that the pet sitter will not be able to access my house again after the pet sitter has left the key(s), including in the case of an emergency or delay in my return. Key return at the last visit of service is free.

Muddy Paws Pet Sitting & Dog Walking is willing to exchange keys via mail. All mailed keys will be sent wrapped in cardboard and taped. The envelope will be padded and clearly marked with "Hand Sort Only - Do Not Machine Process". Muddy Paws Pet Sitting & Dog Walking is not responsible for keys that are sent and/or lost in the mail. Each mailed key transfer is charged to the client at a rate of \$5. That fee is assessed both when Muddy Paws Pet Sitting & Dog Walking is asked to send or receive a key via mail.

Muddy Paws Pet Sitting & Dog Walking is willing to exchange keys via drop off or pick up. Each personal key transfer is charged to the client at a rate of \$5 plus travel fees.

The Key Handling Agreement must be confirmed by the pet sitter. A signed copy MUST be received before the first day of service. By submitting this agreement, I agree to all terms as stated above.

CLIENT / OWNER NAME (printed): _____

CLIENT SIGNATURE: _____ DATE: _____