



Homeowner's Preparation Checklist

This checklist is to assist the homeowner in preparing for the house sitter.

1: Contact Information and Key Local Contact

- Have you nominated a key local contact person while you are away?
- Does your key local contact have a spare set of keys?
- Is a meeting with your key local contact and the sitter arranged?
- Do you have an email address that you can access while you travel? (Gmail, Hotmail etc.)
- Do you have a backup plan or a backup sitter in case of an emergency?

2: Informing Others

- Have friends, family, and neighbors been informed about the sitter's presence to avoid misunderstandings?
- If you are renting has your landlord been advised?
- Has a meeting with the landlord and the sitter been arranged?
- Have you advised your insurance agent(s) about a sitter living in your home and possibly using your vehicle while you are away?
- Has your security system provider been informed about the sitter (if applicable)?
- Have external service providers been informed about the sitter (maid, gardener, maintenance person)?
- Do you have a written schedule for service providers including contact information?
- Do you have a written schedule for garbage/recycling collection?
- Is mail collection, redirection, or delivery suspension required?
- Do any regular home deliveries need to be cancelled or suspended?

3: Preparations for Your Pets Care

- Has a Pet Operation Manual been assembled for the sitter?
- Has the Veterinary Treatment Authorization form been completed?
- Has your pet's documentation (medical and immunization records, microchip information) been compiled into one folder for easy access?
- Are your pet's worm, immunizations, and medications up to date?
- Have you checked that your pet's license or registration will not expire while you are away?
- Have you stocked up on the following supplies:
 - Food
 - Medications
 - Clean bedding/towels
 - Grooming supplies
 - Waste collection (kitty litter etc.)?
 - Toys and balls (especially important for dogs who like to chew tennis balls)
- Does the sitter know where to obtain more supplies if required?

- Has the house been pet proofed?
 - Is everything that could be harmful to your pets safely stored away (including your chocolate stash)?
 - Are known escape routes adequately blocked?

4: Preparing Your Home

- Has a Home Operation Manual been assembled for the house sitter?
- Do you have an adequate supply of garbage bags and cleaning supplies for your sitter?
- Do you have rooms or items you do not want your house sitter to use?
- If allowing the sitter to use your computer, do you have a guest account set up?
- Are your valuables and breakables stored away?
- Is the house clean to the standard you want to see upon your return?
- Is the refrigerator cleared of perishables that the sitter will not be consuming?
- Have you made an inventory of your valuables for our own reference?

5: Money Matters

- Have you prepaid utilities and staff? Alternatively, do you have checks/cash for the sitter to pay them?
- If utilities are being paid (or shared) by the house sitter, have you taken meter readings for calculating costs?
- Have you set up a contingency fund for the house sitter?
- Have you arranged with your veterinarian to cover any costs incurred during your absence?

6: Preparing Your Automobiles

- Has an Authorization for Automobile Use form been completed?
- Has the sitters name been added to the motor vehicle insurance policy? (Note: This is not always necessary.)
- Has the house sitter confirmed they are responsible for costs and damages incurred while using the vehicle, including any excess insurance premiums?
- Is your vehicle maintenance up to date?
- Have you provided local driving regulation information for the sitter?
- Are parking passes required for the sitters vehicle?
- Have you documented the condition of the vehicle?

7: Preparations for the House Sitter

- Do you have a set of spare keys for the house sitter?
- Have you made space in the kitchen and the closet for their use?
- Are there adequate basic cleaning supplies for the sitters use?
- Do you have adequate clean linen and towels for the sitter?
- Have you provided a few basic food supplies prior to their first shopping trip?

8: Preparing the Grounds

- Is the yard and the garden in the condition you want upon your return?
- Does the sitter have access to the tools necessary for performing agreed duties?
- Are the pool maintenance instructions located in the poolroom (preferably water resistant)?

- Does the sitter have access to adequate pool supplies and chemicals?
- Are the lawn mower and garden tools in good working condition?
- Are there adequate supplies of gasoline/oil for the garden tools?
- Are there sufficient supplies of bird or wild animal food?

9: Safety and Security

- If applicable, has a separate code for the security system been set up for the house sitter?
- Are all keys for doors and windows available to the sitter?
- Does the sitter have the necessary remote-control devices for gates, garage door, automobiles, and security systems?