

## Pam's Pet Care – Key Handling Agreement

**I have provided Pam's Pet Care with the following keys on date:** \_\_\_\_\_

*(please state which lock each key will open and the number of each key provided)*

**Main Keys:** \_\_\_\_\_

**Back-up Keys** (must be provided): \_\_\_\_\_

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

Pam's Pet Care has my permission to make a copy of my keys for emergency / back-up purposes at their discretion.

Pam's Pet Care agrees to place an identifying code on my keys. My keys will not be marked with my name, address, or pets' names. 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 my pet sitter at the end of each service period. My pet sitter will place the keys in a secured location until future service is requested. After two years without a request for service or statement of intention to use Pam's Pet Care's services in the future, Pam's Pet Care is authorized to dispose of my keys after removing any and all identifying markers from my keys.

### Key Returns:

I understand that if I decide that I prefer to have my keys returned at the last visit of my service, I will request ahead of time or leave a note for the pet sitter on the first day of service, and provide instructions on how to secure my home while leaving the keys. I understand that Pam's Pet Care will not be able to access my house again after Pam's Pet Care has left the keys, including in the case of emergencies or delays in my return.

Pam's Pet Care is willing to receive keys via mail if, at the time, no other methods of exchange are possible. All mailed keys will be sent wrapped in cardboard and taped, or mailed in a padded envelope. The envelope will be clearly marked with "Hand Sort Only – Do not machine process." Any keys mailed to Pam's Pet Care should be mailed in this manner. Pam's Pet Care is authorized to mail Client's keys to Client in this manner.

Pam's Pet Care 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 \$4.00, plus postage and shipping materials. The \$4.00 fee is assessed both when Pam's Pet Care is asked to send or receive a key via mail.

Personal key transfers via drop-off or pick-up are charged to the client at a rate of \$10.00 plus any applicable travel fees.

This request must be confirmed by Pam, and a signed copy must be provided for Pam. By submitting this request, I agree to all terms as stated herein.

Client/Guardian Name: \_\_\_\_\_

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