



LC Pet Care LLC – Key Handling Agreement

KH

I have provided Ashley Schneider with the following key(s) on date: _____
(Please describe in detail, including the doors the keys will open)

Main Keys:

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

Ashley has my permission to make a copy of my key(s) for emergency / backup purposes at their discretion.

Ashley agrees to place an identifying code on my keys. My keys will not be marked with my name, address, or pet’s names. When not in use or prepared for use, my keys will be stored in a secure location by Ashley, including a locked safe inside of a locked file cabinet and separate from personal files.

My keys will be automatically retained by Ashley at the end of each service period. Ashley will place the key in a secured location until future service is requested.

Key Returns

I understand that if I decide 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 “Ashley Schneider - 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 Ashley will not be able to access my house again after she has left the key, including in the case of emergencies or delays in my return.

Ashley 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”. Ashley 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 Ashley is asked to send or receive a key via mail.

Ashley 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.

This request **must be confirmed** by Ashley, and **a Signed Copy must be left for Ashley**. By submitting this request, I agree to all terms as stated above.

Client/Owner Name: _____

Client Signature: _____ Date: _____

Pet Sitter Signature: _____ Date: _____