

Home Away Helper service agreement

The home owner gives the home away helper permission to enter the above premises as long as they abide by the conditions of this agreement.

No person/s or pet/s other than those listed in this agreement are permitted to visit the premises during the term of this agreement.

This is not a lease. Both parties agree that the home away helper only has a license to enter the premises according to the terms and conditions of this agreement and has no legal interest in the premises.

At the end of this term the home away helper may continue to enter the premises under the same terms of this agreement only if given permission to do so by the home owner.

All parties to this agreement should have their own copy of this agreement, which should be signed by every person who is party to this agreement.

1. Access to the premises

1.1 The home owner agrees:

To provide the home away helper with at least seven days notice of any change to the agreed first day of the service

To provide a code to a lockbox containing the key with at least seven days notice of the first day of the service

That the premises will be vacant and in a habitable condition for the home away helper to safely enter and complete agreed upon tasks on the first day of the service

The home owner, or any person authorised in writing by the home owner, may only enter the premises during the terms of this agreement in the following circumstances:

- in an emergency (including to make urgent repairs)
- if the premises seem to be abandoned
- for any other purpose, if the home away helper agrees

2. Care of the premises

2.1 The home owner agrees:

To ensure that the premises are reasonably clean and fit to enter

2.2 The home away helper agrees:

not to use the premises, or allow the premises to be used, for any illegal purpose
not to cause a nuisance or allow a nuisance to be caused on the premises

not to interfere, or allow others to interfere with the reasonable peace, comfort or privacy of neighbours

not to keep any animal on the premises other than those listed in this agreement without the permission of the home owner

not to block any sink or drain

not to cause or allow any damage to be caused to the premises

to care for every item in the premises

to report any infestation of the premises to the home owner and seek advice for solutions to the problem

to keep the premises in the same condition as at the start of this agreement

to notify the home owner as soon as possible of any damage to the premises

to keep windows and doors locked where appropriate and ensure that any other security measures in the premises are used effectively

3. Care of animals

Name and describe each animal to be covered by this agreement. Describe how you would like each animal to be managed on a day-to-day basis. Include details of any medications or special treatment that each animal requires.

3.1 The home owner agrees:

To describe in writing and in detail how any animals normally resident at the premises should be cared for

to provide all food and sundry supplies (insect control and other medicine, bedding, exercising and cleaning equipment) for the animals, or make arrangement to reimburse the home away helper for any food or supplies bought for the animals

to make arrangements for payment for any services provided by a qualified veterinarian in the treatment and care of the home owner's animals

3.2 The home away helper agrees:

to make every reasonable effort to ensure the good health, comfort, safety and happiness of the animals listed in this agreement

to follow the home owner's instructions as far as possible in the care of the animals listed in this agreement

4. Additional terms

Any additional terms and conditions may be added to this agreement here. All parties to this agreement need to initial each additional term. See the 'Home owners checklist (Appendix B of this agreement) for additional points you may want to address here.

5. Maintenance & repairs

5.1 What are urgent repairs?

The home owner agrees to make payment, either directly to the service provider or as a reimbursement to the home away helper, for the following urgent repairs:

burst water service

blocked or broken lavatory system

serious roof leak

gas leak

electrical faults

flooding or serious flood damage

serious storm damage

serious fire damage

failure or breakdown of the gas, electricity, or water supply to the premises

failure or breakdown of any essential service for hot water, cooking, heating, or laundering

any fault or damage that causes the premises to be unsafe or not secure

5.2 Repairs & emergency contact details

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5.3 Reimbursement for repairs

The home owner agrees to pay the home away helper, within 14 days of the end of the service, any reasonable costs that the home away helper has incurred for making repairs to the premises so long as:

the home away helper was not in breach of this agreement when the damage occurred

the home away helper gives the home owner, or their nominated contact, a reasonable opportunity to make the repairs

the home away helper makes a reasonable attempt to have any appropriate tradesperson named in this agreement make the repairs

the repairs are carried out, where appropriate, by licensed or properly qualified persons

the home away helper gives the home owner, or their nominated contact person, written details of the repairs, including receipts for any costs the home away helper has incurred

6. Staying in contact

6.1 Home owner's contact details

The home owner agrees to provide the home away helper with contact details for use during the term of this agreement. These contact details, whether phone or fax numbers, postal or email addresses, should remain current and functional during the term of this agreement.

The home owner can be contacted by the following methods during the term of this agreement:

6.2 Nominated contact person's details

The home owner may choose to nominate a third party to act on their behalf during the term of this agreement. This nominated contact person agrees to provide the home away helper with their contact details and to be readily contactable. Those details should remain current and functional for the term of this agreement.

The home owner's nominated contact person can be contacted by the following methods during the term of this agreement:

6.3 home away helper's contact details

The home away helper agrees to provide the home owner or the home owner's nominated contact person with their contact details and to be readily contactable. These details should remain current and functional for the term of this agreement.

The home away helper can be contacted by the following methods during the term of this agreement:

Phone:

Email: info@homeawayhelper.co.uk

7. Termination of agreement

7.1 The home owner agrees:

to give the home away helper at least seven days notice of an early termination of this agreement

7.2 The home away helper agrees:

not to leave the premises before the end of this agreement without written permission from the home owner or nominated contact person

to give vacant possession of the premises to the home owner or nominated contact person's on the date of termination of this agreement

to return all keys and other security devices on the date of termination of this agreement

7.3 Both parties agree:

that if either party persistently breaches this agreement, then the innocent party may terminate this agreement on 24 hours notice that termination of this agreement does not affect the right of either party to recover any monies due under the terms of this agreement

8. Signatories & witnesses

The home owner and the home away helper enter into this agreement and agree to all its terms.

Home Owner signature	Date
Home away helper signature	Date

1. home away helper expense claims

This form to be used to list the home away helper's expenses in the care and upkeep of the property and the animals listed in this agreement. The home away helper should keep an itemised list of such expenses as well as a receipt for each item.

Claim for the following costs and purchases:

Item	Cost

2. home away helper liability claims

This form to be used to list the home away helper's liabilities during the house sitting assignment. These could include any accidental loss or damages to the home owner's property.

A large, empty rectangular box with a thin black border, intended for listing liabilities during a house sitting assignment. The box is currently blank.