



## **Santa Fe Pet Club Information Sheet**

*Santa Fe Pet Club mission is to advocate and serve animal safety and pet well-being.*

### **Client Information**

First name \_\_\_\_\_ Last name \_\_\_\_\_

First name \_\_\_\_\_ Last name \_\_\_\_\_

Address \_\_\_\_\_

Phone number(s) \_\_\_\_\_

Email(s) \_\_\_\_\_

Emergency contact \_\_\_\_\_

### **Pet Information**

Pet name \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Spayed/Neutered: YES  NO  Microchip: YES  NO  If yes \_\_\_\_\_

Rabies vaccinated: YES  NO  Is pet trained? YES  NO

Will pet chase animals/cats/rabbits? YES  NO  Does pet have a bite history? YES  NO

Does pet have separation or thunderstorm anxiety? YES  NO

Can pet go hiking? YES  NO  If yes, how is recall? \_\_\_\_\_

Does pet like car rides? YES  NO  Does pet get car sick? YES  NO

Does pet whine when alone for short periods of time? YES  NO

Is pet aggressive to other pets or humans? YES  NO  If yes \_\_\_\_\_

Is pet allowed on furniture? YES  NO

Any specific restrictions for pet? YES  NO  If yes \_\_\_\_\_

Allergies, medical conditions, or pertinent medical history? YES  NO

If yes \_\_\_\_\_

Medications/Supplements \_\_\_\_\_

Feeding schedule \_\_\_\_\_

Food location \_\_\_\_\_

Walk or activity schedule \_\_\_\_\_

Dog parks and off leash walks are not available during pet sitting.

Location of pet leashes or carrier \_\_\_\_\_

Maximum hours pet can be alone \_\_\_\_\_

Services requested: Bath  Nail trim  Annual Exam  Vaccines  Ear cleaning  Bloodwork

Any additional pet(s) after the first is an additional \$15 per pet.

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## Veterinarian Information

Veterinary hospital \_\_\_\_\_

Phone number \_\_\_\_\_

Regular veterinarian \_\_\_\_\_

In the case of an emergency the owner(s) will be contacted prior to any medical decision being made. If unavailable, the sitter will make the best decision based on the situation. If any medical care is necessary, the owner(s) will maintain all responsibility for bills and care upon returning home. There will be an additional charge of \$125 for transporting the pet for medical treatment. If the pet does not have a primary veterinarian, the closest veterinary hospital is the default clinic. In the event of an emergency or urgent situation, the closest veterinarian will be utilized.

## House Information

Where does the pet sitter sleep? \_\_\_\_\_

Alarm code \_\_\_\_\_ Alarm company \_\_\_\_\_

Wifi network \_\_\_\_\_ Wifi password \_\_\_\_\_

Gate code \_\_\_\_\_ Garage code \_\_\_\_\_

Cameras: YES  NO  If yes, where are they located? \_\_\_\_\_

*Inside cameras must be covered or disabled to maintain sitter privacy.*

Is there a spare key located outside? YES  NO  If yes, location? \_\_\_\_\_

Any poisonous plants on the property? YES  NO  If yes, location? \_\_\_\_\_

Water inside plants: YES  NO  If yes \_\_\_\_\_

Garden or outside plant care \_\_\_\_\_

Hummingbird/Bird feeder instructions \_\_\_\_\_

Refill bird baths: YES  NO

Collect mail: YES  NO

Clean up yard after pet(s): YES  NO

Wash linens after use: YES  NO

Is there a fire extinguisher: YES  NO  If yes, where? \_\_\_\_\_

Where is the fuse box? \_\_\_\_\_

## Additional Information

Dates with departure and arrival times \_\_\_\_\_

Upon sitter departure, leave house keys where? \_\_\_\_\_

Please list the times, dates, and services of anyone expected at the house while gone:

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Further instructions or additional information not covered in the above list: \_\_\_\_\_

How did you hear about Santa Fe Pet Club? \_\_\_\_\_

Do we have permission to post pictures and videos to social media of pet(s)? YES  NO  Client name and address will never be used. Instagram: @santafepetclub

## Terms and Conditions

1) Payment is to be made in full at the time of service. Payments may be submitted via check, electronic payment (i.e., Venmo, PayPal). A nonrefundable and nontransferable 50% deposit must be submitted two months before start date or at time of booking a service. Prorates are not applied to any service.

2) If the owner(s) trip plans shorten, refunds are unavailable. If the owner(s) trip extends, in addition to normal charges, there will be a one time \$50 charge for any unexpected extension to the original estimate.

3) The owner(s) will inform the attending veterinary hospital that Santa Fe Pet Club has guardianship of the pet(s) while away and will fill out any necessary paperwork to allow treatment in the event of a visit. The owner(s) will make all necessary arrangements for financial responsibility with the veterinary hospital prior to departure. If the sitter pays for any services while the owner(s) is absent, the owner(s) agree to reimburse the sitter in full no later than the day of return.

4) If applicable, the sitter will provide the owner(s) with all receipts as proof of service provided and request reimbursement amount. Services can include pet food, gas / transportation, veterinary bills, and any other unforeseen costs in providing the highest quality care available.

5) If a medical emergency arises with pet(s) the sitter will make all reasonable efforts to contact the owner(s) at the above provided contacts. By signing below, the owner(s) authorize the sitter to seek medical services. The pet sitter will attempt to continue to contact the owner(s) to keep them informed of the situation. The sitter will remain at the hospital as the pet guardian until resolution of emergency or urgent care is denoted by the pet hospital. There will be an additional \$125 charge for transporting the pet and remaining at the clinic with the pet(s) during medical treatment.

6) If at any time the sitter has a personal emergency, or a situation arises that prevents from caring for the pet(s) another sitter will be assigned to take their schedule. This will be communicated with the owner(s) prior to the change. If there is any issue that prevents the sitter from attending to the pet(s) in a timely manner, inclement weather, traffic, accidents etc., this will be communicated with the owner(s) as soon as possible and a decision will be made to rectify the issue.

7) In the event that an issue arises with the house, the sitter will attempt to contact the owner(s) as soon as possible. The sitter will follow the instructions of the owner(s) but will not be held responsible for any damages or cost of repairs.

8) In an unlikely event that a pet(s) escapes from the sitter, Santa Pet Club will not be liable for any issues that arise after. The sitter will contact the owner(s) immediately and will do what is necessary

to make sure the pet(s) safety is top priority.

9) Pet owner(s) agree to release Santa Fe Pet Club and pet sitter from any liability that may arise as a result of damage to property and injury or death of pet(s). Pet owner(s) will be held responsible for any injury or damage caused to pet sitter, pet sitter property, or owner(s) property as a result of undisclosed aggression or negligence of pet(s).

10) Pictures or videos will be provided to the owner(s) every day while services are rendered.

11) All inside cameras must be disabled or covered within the duration of the stay. This is to maintain an assemblance of comfort and personal privacy for the pet sitter.

12) Holiday rates include an additional \$20, three days before and after the following holidays: New Years Eve and Day, Easter Day, Memorial Day, Juneteenth Independence Day, Independence Day, Thanksgiving Day, Christmas Eve and Day.

13) Boarding in a pet sitter's home is an additional \$20 per day, in addition to normal rates.

14) These terms and conditions serve as a contract and any deviation will result in termination of future services. The owner(s) authorize this contract to be used for any future services and will agree to this contract as subject to the laws and regulations of the State of New Mexico.

15) These terms and conditions are subject to change, revision, and addendum as seen necessary by Santa Fe Pet Club.

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Owner signature \_\_\_\_\_ Date \_\_\_\_\_

Pet sitter signature \_\_\_\_\_ Date \_\_\_\_\_