



INTAKE FORM HOUSE SITTING FOR PETS

Period: _____
Time of arrival: _____
Time of departure: _____

PET OWNER INFORMATION

Name: _____
Address: _____
Phone: _____
Email: _____

Preferred contact method: ☐ Pawshake message ☐ mobile phone ☐ email ☐ text / WhatsApp
Access to the home: ☐ key ☐ security code: _____

DOG INFORMATION

Name: _____
Age: _____
Sex: Male / Female
Breed: _____

PET INFORMATION

Name: _____	Name: _____
Species: _____	Species: _____
Age: _____	Age: _____
Colour: _____	Colour: _____
Sex: Male / Female	Sex: Male / Female
Name: _____	Name: _____
Species: _____	Species: _____
Age: _____	Age: _____
Colour: _____	Colour: _____
Sex: Male / Female	Sex: Male / Female

MEDICAL INFORMATION & EMERGENCIES

Medical conditions: _____
Medication needs: _____
Medical insurance: Y / N - insurance carrier: _____
Preferred vet: _____

Pawshake

Emergency vet: _____

Emergency contacts (not travelling with dog owner):

1) _____

2) _____

FOOD INFORMATION

Food: _____

Feeding times: _____

Treats: _____

Location of food & bowl: _____

Water: _____

CLEANING & GROOMING

What needs to be cleaned
(e.g. cage, area): _____

Cleaning frequency:

☐ every day ☐ every other day ☐ other: _____

Location of cleaning supplies and
bedding: _____

Waste disposal: _____

Grooming required?

Y / N –

location of grooming equipment: _____

Grooming instructions: _____

ROUTINE

Play: _____

Likes to be petted:

Y / N – remarks: _____

Is allowed outside?

Y / N – remarks: _____

REMARKS

OTHER TASKS

Emptying the letter box: Y / N

Taking out the bins:

Y / N – timing: _____

Location: _____

Watering plants:

Y / N – instructions: _____

Basic groceries on day of return:

Y / N – what to get: _____

Other: _____



LODGING ARRANGEMENTS FOR SITTER

Where to sleep: _____

WiFi password: _____

Off-limits areas, if any: _____

Other: _____

Date: _____

Signature pet sitter: _____

Signature pet owner: _____



KEY HANDOVER CONTRACT – PET OWNER’S COPY

Name of the pet owner:

Address:

Name of the sitter:

Period of the pet sitting assignment: from until

The pet sitter has received one set of keys from the pet owner. The pet sitter will use these keys only for the purposes of the pet sitting assignment. He/she will not duplicate them or hand them over to a third party. In case of loss, he/she will immediately inform the pet owner.

The pet owner will hand the keys back to the pet sitter at the end of the pet sitting assignment in the following way:

☐ in person ☐ by dropping them in the letter box ☐ other:

Date and place

Drawn up in duplicate, one copy for the pet owner and one for the pet sitter.

Signature pet owner:
.....

Signature pet sitter:
.....



KEY HANDOVER CONTRACT – PET SITTER’S COPY

Name of the pet owner:

Address:

Name of the sitter:

Period of the pet sitting assignment: from until

The pet sitter has received one set of keys from the pet owner. The pet sitter will use these keys only for the purposes of the pet sitting assignment. He/she will not duplicate them or hand them over to a third party. In case of loss, he/she will immediately inform the pet owner.

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