



## 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 \_\_\_\_\_ ZIP \_\_\_\_\_

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

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

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

### Veterinarian Information

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

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

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

In the case of an emergency the owner(s) and Monica Watson, RVT 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 open veterinarian will be utilized.

## Pet Information

Pet Name \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_

Spayed/Neutered: YES ☐ NO ☐

Microchip: YES ☐ NO ☐ If yes, provide microchip number \_\_\_\_\_

Rabies vaccinated: YES ☐ NO ☐

Is pet trained? YES ☐ NO ☐ Will pet chase other 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 enjoy car rides? YES ☐ NO ☐ Does pet get car sick? YES ☐ NO ☐

Any bad habits? YES ☐ NO ☐ If yes \_\_\_\_\_

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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## House Information

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

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

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

Gate code \_\_\_\_\_ Garage code \_\_\_\_\_ Door 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? \_\_\_\_\_

Have you seen venomous animals or snakes on property? YES ☐ NO ☐ If yes \_\_\_\_\_

Garden / outside plant / inside plant care: YES ☐ NO ☐ If yes, watering days \_\_\_\_\_

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

Refill bird baths: YES ☐ NO ☐ Collect mail: YES ☐ NO ☐

When is trash day? \_\_\_\_\_ Recycling day \_\_\_\_\_

Clean up yard after pet(s): YES ☐ NO ☐ *\*cat boxes will be scooped daily*

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 i.e. gardeners, landscape, pool maintenance:

\_\_\_\_\_

Further instructions or additional information not covered:

\_\_\_\_\_

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 Cub 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 from this. The sitter will contact the owner(s) immediately and will do what is necessary to make sure the pet(s) safety is the highest 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 a semblance 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 Year's 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) Pet sitter will arrive within 2 hours of client departure; the pet sitter will depart within 2 hours of client arrival back home. Client will message the pet sitter upon leaving the home and upon arrival back home. The pet sitter will message the client a picture upon arrival and right before departure. If the client intends to deviate from this protocol, please inform pet sitter prior.

15) 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.

16) 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 \_\_\_\_\_