



~~~~ Client Information ~~~~

**CLIENT INFORMATION**

Client(s): \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Additional phone numbers: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Other: \_\_\_\_\_

**TRAVEL INFORMATION**

Date leaving: \_\_\_\_\_ Time leaving: \_\_\_\_\_

Date returning: \_\_\_\_\_ Time returning: \_\_\_\_\_

Flight information: \_\_\_\_\_

Contact Information: \_\_\_\_\_

E-mail address while away: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Does this person have a key to your home? Yes No

Will anyone else be in your home during your absence? \_\_\_\_\_

Others who have keys to your home: \_\_\_\_\_

**HOME CARE INFORMATION**

(Circle all that apply)

Bring in mail   Bring in paper   Alternate lights   Open/close curtains   Set trash cans out

Television or radio   Water plants   Thermostat

**Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LOCATION OF IMPORTANT ITEMS**

Leash/cat carrier/crate: \_\_\_\_\_

Pet Food: \_\_\_\_\_

Cleaning supplies: \_\_\_\_\_

Vacuum cleaner: \_\_\_\_\_

Thermostat: \_\_\_\_\_

Breaker Box: \_\_\_\_\_

Alarm panel: \_\_\_\_\_

Indoor/outdoor light switches: \_\_\_\_\_

Other: \_\_\_\_\_

**HOME INFORMATION**

Please let us know if there is anything out of the ordinary that we should know about your home (i.e. doors that stick, toilets or drains that don't work properly, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEYS**

Business prefers to keep client keys on file to simplify arrangements for future visits. Scheduling key pick-ups and returns will incur extra charges.

\_\_\_\_\_ I release my house keys to business to retain on file, in a secured location, for future services. I may revoke this release at any time, at which time my keys will be returned.

\_\_\_\_\_ I give business permission to permanently mark my key(s) for identification purposes.

\_\_\_\_\_ I would like business to return my house keys after the current service is completed. I understand there will be a \$10 charge for key pickup for future services.

\_\_\_\_\_  
Client Date

\_\_\_\_\_  
Client Date Business Date