



## Keep'em Kozy Petsitting LLC- Key Handling Agreement

I have provided Keep'em Kozy Petsitting LLC with the following **2 keys** on date: \_\_\_\_\_  
(Please describe in detail, including the doors the keys will open)

Main Keys:

Backup Keys (A \$3 per key charge will be assessed if a backup method of entry is not provided):

I furthermore agree to and understand the following conditions and terms:

Keep'em Kozy Petstitting LLC has my permission to make a copy of my key(s) for emergency / backup purposes at their discretion.

Keep'em Kozy Petstitting LLC agrees to place an identifying code on my keys. My keys will not be marked with my name or address. When not in use or prepared for use, my keys will be stored in a secure location by the pet sitter.

My keys will be automatically retained by my pet sitter at the end of each service period. The pet sitter will place the key in a secured location until future service is requested.

Keep'em Kozy Petstitting LLC has permission to provide my keys to any of its employees or Independent Contractors that will be providing me with Pet Sitting Service.

### Key Returns

I understand that if I decide that if at any time I'd prefer to have my key returned at the last visit of my service, I will leave a note on the first day of service. This note will include the message "Pet Sitter - Leave Key on "the date and time of the last scheduled visit" and instructions on how to secure my home while leaving the key. I understand that the pet sitter will not be able to access my house again after the pet sitter has left the key, including in the case of emergencies or delays in my return. Key return at the last visit of service is free.

Keep'em Kozy Petstitting LLC is willing to exchange keys via mail. All mailed keys will be sent wrapped in cardboard and taped. The envelope will be padded and clearly marked with "Hand Sort Only – Do not machine process". Keep'em Kozy Petsitting is not responsible for keys that are sent and/or lost in the mail. Each mailed key transfer is charged to the client at a rate of \$8.00. That fee is assessed both when Keep'em Kozy Petstitting LLC is asked to send or receive a key via mail.

Keep'em Kozy Petstitting LLC is willing to exchange keys via drop off or pick up. Each personal key transfer is charged to the client at a rate of \$10.00 plus travel fees. By submitting this request, I agree to all terms and policies as stated on <http://keepemkozypetsitting.com>.

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Client/Owner Name:

Client Signature: \_\_\_\_\_ Date: