

## Key Handling/Security

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**Stella's Sitting Service (360) 510-8032, stella.sittingservice.gmail.com**

At your initial consultation, please provide your sitter with 1 set of keys, or if you have a lock box, please provide the location of the lock box and the code.

### **I have provided Stella's Sitting Service with the following:**

Number of keys and doors they open: \_\_\_\_\_

Home security/camera system information \_\_\_\_\_

Number and location(s) of camera(s) \_\_\_\_\_

Where is the home security system keypad located? \_\_\_\_\_

Alarm code & any additional keys to enter before or after the code: \_\_\_\_\_

How long does sitter have before the alarm is triggered? \_\_\_\_\_

Describe any special instructions that are helpful for someone who has never accessed your home (such as door sticks, never lock deadbolt, hide-a-key location, or security card to access

\_\_\_\_\_

### **I furthermore agree to and understand the following:**

- Stella's Sitting Service does not make backups of client keys without approval
- Stella's Sitting Service has permission to provide my keys to authorized employees who will be conducting services
- Client further understands that if the services of a locksmith are required in order to access your home, client is responsible for all locksmith charges and any additional time the sitter is required to wait at the home until locksmith arrives.
- Client keys will automatically be retained on file, at the end of service. If the client requests keys to be returned, please tell us where to leave the key at the final visit.

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