



Before You Leave Checklist. Check these off in preparation for your trip.

- Do your pets have current vaccinations? Happy Tails requires that all animals be vaccinated by law.
- Do we have up to date key, gate codes, lockbox codes, etc. so that we may enter your home?
- Do we have your alarm code? Turn off the alarm or give us your alarm code prior to our first visit.
- Did you leave the things your pet sitter needs in plain sight? Happy Tails respects the privacy of our clients. Please reduce our need to unnecessarily open drawers and cabinets. Make certain notes and information needed are left in a visible location and labeled with either the sitter's or the company's name.
- Do you have plenty of food, treats, litter, leashes, toys or other items needed to keep your pet happy while you're away? We can purchase these items if necessary and charge you the cost and fees upon your return.
- Did you leave medication? Do we have all instructions? Inform your pet sitter of any medications that need administering, playtime habits, dietary requirements and any special requests. Make sure they are up to date on your Pet Information forms.
- Do we have your most current travel schedule? Changes to reservations must be made with the office through our forms, via email, or a direct phone call to the office.
- Do you have an emergency key or contact, and do we have their information? Please make sure we have the up to date name and phone number of that person on your Owner Information forms.
- Do we have the best way to contact you – phone, email, text?
- Did you take our office contact information and/or your pet sitter's information with you? While you are away we welcome your call or text to our office or your pet sitter directly if he or she has given you the number.
- Have you "pet proofed" your home? Pet proof your home and yard as necessary before you leave. Inspect all fences, gates, latches, doors, locks, cabinets, and edibles and breakables that are within your pet's range.
- Did you leave payment for your sitter to retrieve on their first visit? If not, do we have your credit card on file? Is it up to date? If payment is not received upon the first visit, we will contact you and request a valid card is placed on file to be processed.
- As a security measure, your pet care professional may perform a walkthrough of your home. All closed doors will remain closed and your home will be in the same manner that you left it, unless there is just cause for otherwise.