



I have provided ProCare Home and Pet Services, LLC with the following key(s) 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:

ProCare Home and Pet Services, LLC has my permission to make a copy of my key(s) for emergency/backup purposes at their discretion.

ProCare Home and Pet Services, LLC agrees to place an identifying code on my keys. My keys will not be marked with my name, address, pet’s names, or other identifying marks. When not in use or prepared for use, my keys will be stored in a secure location by ProCare Home and Pet Services, LLC.

My keys will be automatically retained by ProCare Home and Pet Services, LLC at the end of each service period. ProCare Home and Pet Services, LLC will place the key in a secured location until future service is requested.

ProCare Home and Pet Services, LLC has permission to provide my keys to any of its employees or independent contractors that will be providing me with Contracted Home or Pet Services.

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 “ProCare Home and Pet Services, LLC - 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 ProCare Home and Pet Services, LLC will not be able to access my house again after the Service Provider 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.

ProCare Home and Pet Services, 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”. ProCare Home and Pet Services, LLC 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 \$20.00. That fee is assessed both when ProCare Home and Pet Services, LLC is asked to send or receive a key via mail.

ProCare Home and Pet Services, 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.

This request must be confirmed by ProCare Home and Pet Services, LLC, and **a Signed Copy must be left for the Service Provider.** By submitting this request, I agree to all terms as stated on our website.

Client/Owner Name: _____

Signature: _____ Date: _____

ProCare Home and Pet Services, LLC: _____

Signature: _____ Date: _____