



Welcome Visitors & Emergency Personnel

Our pets and/or home are being cared for by a professional who comes in at various times during the day. Please help us provide the best care for our pets and/or home by following these special pet/home care guidelines:

- **If a pet escapes, is injured or ill, or is having any issues please call ProCare Home and Pet Services, LLC ASAP.** ProCare Home and Pet Services, LLC does have our emergency contact numbers. In the case of severe injury, please take our pet to the emergency vet clinic.
- Please make it obvious that you are here: park in the front, tape a note to the door, and listen for visitors. The police may be called on unexpected visitors. Always carry ID with you.
- Please do not feed the pets or give them any treats, even nibbles, unless instructed to do so.
- Please return the radio, TV, lights, windows, doors, fans, and locks to their original settings.
- Leave a note before you leave each and every visit. A sheet may be provided. Details can be very brief, but please do mark down if
 - Pet was fed treats or food
 - Pet was given water
 - Plants were watered
 - Pet received a hard workout
 - Pet went potty, and what time
 - Any accidents were cleaned up
- Also please mark down your name, arrival and departure times, and any future visits.
- Locate each pet, and check to see that no pets have escaped out the door or into a forbidden area (such as a closet) each time before you leave.

Forbidden Areas & Closed Doors

Areas that MUST remain accessible to pet

Owner		Emergency #	
Pets		Emergency Contact Info	
Pet Sitter	ProCare Home and Pet Services 719-233-9083	Other Notes	

Suggested Leave-Out Checklist

Copy of Service Request, Completed and Signed
Muddy Paw Towels or Rags
Paper Towels – 2 rolls
Can Opener & Spoon
Watering Can, Plants (waterproof surface)
Leashes & Harnesses
Medicines, Injection Materials
Name tags & Amount tags on feeding bins
Reminders & Changes
Broom, Dustpan & Vacuum
Carpet Spot Cleaner or Cleaning Machine
General Cleaner
Favorite Toys, Kongs
Brushes & Clippers
Treats & Chewies
Remote Controls for TV or Stereo
Garbage / Litter bags
Extra Litter, Litter Scoop, Pooper Scooper
Additional Contact #'s (Hotel)
Pencil or Pen
Any special last visit notes (leave key, etc).

Call Us

Feel free to contact ProCare Home and Pet Services, LLC to check up on your pets at any time. We try to return all calls the same day, usually between 7 pm - 8:30 pm. If you do not hear back from us in 24 hours, please try again – voice mails do sometimes get lost. Emails are also welcome, and we check our email all day long as possible.

Keys

If you would like ProCare Home and Pet Services, LLC to leave your key or remote on the last visit, please leave a note reading “Leave Key” with the date and time of the last visit as well as instructions on how to secure the house without the key.

Remember, if we return the key you will not be able to request additional visits if your return is delayed. Leaving the key or storing it in our safe is free to you. Transferring the key again in the future does incur an additional fee. This includes drop-off, pick-up, or mailing done by either the sitter or the client.

Enjoy your time away!

ProCare Home and Pet Services, LLC