

Service area:

Date:

# My Cat Sitter

## Service Questionnaire

Name \_\_\_\_\_

Street address \_\_\_\_\_

City & postal code \_\_\_\_\_

Phones (home, cell) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Your contact information while away:**

## Cat Care Instructions

**Please use the back of the page if more space is needed for your notes**

**Your Cat(s)** (names, ages, M / F, colour descriptions)

- 1)
- 2)
- 3)
- 4)

**Food and Water** (*location of bowls and food supply, feeding schedule, is filtered water available?*)

**Litter boxes** (*location of boxes, litter, and cleaning materials; disposal*)

**Medical problems.** (*Full disclosure of medical history is necessary to help us care for your cat(s). This includes diseases, physical disabilities, chronic conditions, unusual habits, or anything you think we should know.*)

**Medications** (*if any, where kept, amount given, schedule, best way to administer*)

**Vaccinations:** *Optional but please let us know if you've chosen not to.*

**Helpful information** (*hiding places, favourite activities, treats, expected behaviours, etc*)

**Has your cat ever displayed any type of aggression toward anyone including yourself and other pets in the home?** (*disclosure of aggression is necessary to ensure the safety of the employees of My Cat Sitter*)

**The name of your veterinarian clinic is:** \_\_\_\_\_

*We recommend you let your vet know that your cat(s) is being cared for by My Cat Sitter while you're away. Having your credit card on file at the vet's will facilitate payment if your cat needs medical care. If your cat is elderly or in poor health, you might wish to leave us a declaration of your wishes in case a severe or terminal illness develops during your absence. Please go to our website > [mycatsitter.ca>forms](http://mycatsitter.ca/forms)> Instructions to Veterinarian.*

**Key received:** \_\_\_\_\_

*If a key is not available at the time of the introductory meeting, arrangements can be made for us to pick it up from you later (charge \$10-15) or you can deliver it to us at your convenience.*

**Return instructions:**

- we keep it \_\_\_\_\_
- we return it to you after you get home (charge \$10-\$15) \_\_\_\_\_
- you'll pick it up from us \_\_\_\_\_
- we leave it on your property \_\_\_\_\_

**Location of, and/or person in charge of a spare key in case of emergency:**

**Other instructions:**

- water plants \_\_\_\_\_
- bring in mail \_\_\_\_\_
- take out/bring in garbage or compost bin \_\_\_\_\_
- turn interior lights on/ off \_\_\_\_\_
- close/ open curtains \_\_\_\_\_
- other \_\_\_\_\_

**Date and time you're leaving?** \_\_\_\_\_

**Date and time you're returning?** \_\_\_\_\_

**Visits:**

*(during our introductory meeting we'll discuss and arrange a schedule of visits that best suit your cats)*

**Emergency home instructions**

- 1) Local personal contact: *(friend, neighbor, or family member who is responsible for your home while you're away)*

Name and phone \_\_\_\_\_

- 2) Landlord: name and phone \_\_\_\_\_

- 3) Will you leave your security system on while you're away?

Security Service: name and phone \_\_\_\_\_

Code, Password, and instructions:

- 4) Is there anyone whom you expect to enter your home during your absence *(housekeeper; landlord, neighbours, relatives or friends?)*

Name and phone \_\_\_\_\_

**NOTE: If you have neighbours who may become concerned when they see a stranger entering your home, please let them know who we are before you leave.**