

Owner Prep Checklist

For overnight care and drop-in visits

Please complete this checklist before services begin. Clear, current instructions help your pets remain comfortable, safe, and on their normal routine while you are away.

1. Visit & Contact Information

Owner name: _____	Preferred phone: _____
Travel dates: _____	Return date/time: _____
Service: ☐ Overnight ☐ Drop-in ☐ Both	Expected number of visits: _____
Address: _____	Alarm company/phone: _____

Best way to reach you while away: _____

Local emergency contact (name, relationship, phone):

2. Veterinary & Emergency Care

- ☐ Veterinarian information is current and easy to find.
- ☐ Emergency veterinary hospital information is provided.
- ☐ My veterinarian has permission to speak with Sitter and Sage about my pet if needed.
- ☐ A payment method or care authorization plan is in place for urgent veterinary treatment.

Primary veterinarian: _____	Phone: _____
Emergency hospital: _____	Phone: _____

Emergency care instructions, spending limit, or special wishes:

Pet insurance company and policy number, if applicable:

3. Pet Profiles

Complete the essential details for every pet. Attach an extra page when needed.

PET 1	
Name: _____	Species/breed: _____
Age: _____	Sex: _____ Spayed/neutered: ☐ Yes ☐ No
Weight: _____	Microchip #: _____

Normal personality, fears, triggers, hiding places, or warning signs:

Medical conditions, allergies, mobility limits, or recent changes:

PET 2

Name: _____	Species/breed: _____
Age: _____	Sex: _____ Spayed/neutered: ☐ Yes ☐ No
Weight: _____	Microchip #: _____

Normal personality, fears, triggers, hiding places, or warning signs:

Medical conditions, allergies, mobility limits, or recent changes:

PET 3

Name: _____	Species/breed: _____
Age: _____	Sex: _____ Spayed/neutered: ☐ Yes ☐ No
Weight: _____	Microchip #: _____

Normal personality, fears, triggers, hiding places, or warning signs:

Medical conditions, allergies, mobility limits, or recent changes:

4. Feeding & Water Routine

- ☐ Food is clearly labeled for each pet and stored where discussed.
- ☐ Enough food, treats, and bottled/special water are available for the entire booking, plus extra.
- ☐ Bowls, measuring scoops, can openers, feeding mats, and cleanup supplies are accessible.

Feeding schedule and exact amounts for each pet: _____

Treat instructions and foods that must never be given:

Water routine, fountain care, or special hydration instructions:

5. Medication & Health Monitoring

- ☐ All medications are in original or clearly labeled containers.
- ☐ Medication instructions include the pet, dose, time, method, and storage requirements.
- ☐ Extra medication is available in case travel is delayed.
- ☐ I have identified what to do if a dose is missed, refused, vomited, or accidentally spilled.

Medication schedule and administration instructions:

Symptoms or changes that require immediate contact or veterinary care:

Mobility aids, cones, diapers, wound care, glucose checks, or other health tasks:

6. Daily Routine, Exercise & Enrichment

- ☐ Leashes, harnesses, collars, identification tags, waste bags, and towels are ready.
- ☐ Indoor and outdoor play areas have been checked for hazards.

- ☐ Approved toys, puzzles, chews, and enrichment activities are available.
- ☐ Walk routes, yard boundaries, dog-park rules, and weather limits are explained.

Wake-up, bedtime, potty, walk, play, and rest routine:

Commands, walking habits, reactivity, escape risks, or handling preferences:

Favorite comfort items, games, music, television, or calming routine:

7. Litter, Potty & Cleanup

- ☐ Litter boxes, puppy pads, waste bins, and cleaning supplies are fully stocked.
- ☐ I have shown where accidents, vomit, or soiled bedding should be cleaned and disposed of.

Litter box or potty schedule, preferred area, and normal bathroom habits:

Normal stool/urine patterns and any changes that should be reported:

8. Home Access & Safety

- ☐ Keys, door codes, gate codes, garage access, and alarm instructions have been tested.
- ☐ Doors, windows, screens, fences, pet doors, pools, and gates are secure.
- ☐ Hazardous food, medications, chemicals, trash, cords, and small objects are out of reach.
- ☐ Cameras, smart devices, thermostats, and areas that are off-limits have been disclosed.
- ☐ A flashlight, fire extinguisher, electrical panel, and water shutoff location are identified.

Entry and locking instructions: _____

Alarm instructions, including safe word or special steps:

Home areas that are off-limits or require special attention:

9. Overnight-Specific Preparation

- ☐ Fresh bedding, towels, and a sleeping area are prepared for the sitter.
- ☐ Bathroom supplies and Wi-Fi information are available.
- ☐ Kitchen use, parking, mail, trash, lights, thermostat, and household routines are explained.
- ☐ Expected visitors, service providers, neighbors, or deliveries are listed in advance.

Wi-Fi name/password: _____

Parking and household instructions: _____

People who may enter the home during the booking: _____

10. Drop-In Visit Preparation

- ☐ The visit area is easy to access and supplies are grouped together.
- ☐ The expected tasks can reasonably be completed within the scheduled visit time.
- ☐ I understand that significant extra tasks or time may require an updated service agreement.

Priority order for each visit (example: potty, medication, food, play, cleanup):

Where pets are likely to be found when the sitter arrives:

11. Final Departure Check

- ☐ Leave enough food, medication, litter, waste bags, and household supplies, plus a reasonable extra amount.

- ☐ Remove spoiled food and empty trash that may attract pets or pests.
- ☐ Set the thermostat and confirm utilities are working.
- ☐ Charge pet cameras, trackers, automatic feeders, and medical devices.
- ☐ Place carriers where they are accessible in an emergency.
- ☐ Send any last-minute routine, health, access, or travel changes before departure.
- ☐ Confirm the expected return time and notify Sitter and Sage promptly if travel is delayed.

12. Additional Notes

OWNER CONFIRMATION

I confirm that the information and supplies provided are complete and current. I will notify Sitter and Sage of any change that may affect my pet's care or home access.

Owner signature: _____ Date: _____

Tip: Keep a copy with your pet-care records and review it before every booking.