

HOUSE SITTING CHECKLIST FOR HOMEOWNERS

1. Information Package

An information package can be used as a quick reference guide for your housesitter. It should contain all the key materials and information necessary for your housesitter to provide the best care for your home. Some items to consider including in the information package are:

- 1.1 House Sitting Agreement (completed and signed by both homeowner and housesitter)
- 1.2 Contact Information
Include a name, phone number, email address, and other contact information if you want to play a management role in your property while you are away. This facilitates contact should your housesitter have any questions or concerns.
- 1.3 Emergency Contact Information
In case of emergency, it is good to have a nominated person who can make decisions on your behalf in your absence and whom the housesitter can contact at any time. Leave your housesitter with enough contact information so that they can easily get in touch with the nominated contact person (e.g. name, phone number, email address)
- 1.4 Visitor Policy
Set out rules for the number and types of people who may (or may not) visit your home with your housesitter's consent.
- 1.5 Rules and Regulations
If your home is a condominium or rental property, leave a copy of the by-laws or lease for your housesitter's reference.
- 1.6 Rules Regarding the Contents of Your Home
Make a list of items your housesitter is not permitted to use.
- 1.7 Rules Regarding Usage of Rooms
Make a list of any areas or rooms of your home that you don't want your housesitter to use.

2. Informing Others About Your Departure

Be sure to let others know about your arrangements with your housesitter. This will avoid any unnecessary misunderstandings.

- 2.1 Neighbors, Friends, Family
Inform your neighbors, friends, and family that a housesitter will be moving into your home on a particular date.
- 2.2 Insurance
Inform your insurance company that a housesitter will be moving into your home. Your home and contents should be unaffected by this information.
- 2.3 Service Providers
If you will be keeping certain services (e.g. gardeners, maid, etc.) active while away, be sure to inform them of your house sitting arrangement.

THIS IS A 7-PAGE DOCUMENT.