



**COOL CATS**  
**Professional**  
**CAT SITTING**

Dear Pet Lover,

In anticipation of your upcoming travel plans, we've put together a handy checklist to help you prepare for your Cool Cats Sitter..

- ☐ Please be sure that we have the **correct entry information**, i.e. lockbox code and location, garage code, and/or hide-a-key information. Please be sure to check the key to make sure that it works properly. It's also a good idea to give a back-up key to a neighbor or friend that lives close by in case of an emergency.
- ☐ Please be sure that we have **up-to-date security system information** and very clear instructions on how the system is armed and disarmed. In the event that your sitter accidentally trips your alarm, please be sure that we have the **correct password** for when the company calls.
- ☐ Please be sure that we have all the **correct contact information** for both you and your emergency contact.
- ☐ Please be sure that we have all the **correct pet care and house care information**. Things to include are feeding routine and times, where to store the mail/packages/newspapers, trash and recycling pick-up days, pet carrier and litter-box location, where you want us to dispose of used litter, litterbag location and cleaning supply location. These things can be updated in your [online file here](#) with the updated information.

Please be sure to leave **plenty of pet food, treats, and poop/litter bags**.

- ☐ Please be sure to **secure all doors** that you want to remain closed. Our policy is that if a door is closed we don't open unless we absolutely have to and if it is open we do not close it unless asked to do so. It's also a good idea to place a door stop in front of open doors. This ensures that no pets are accidentally closed into a room that they shouldn't or should have been in.
- ☐ Please **put anything that your pet can get into out of harm's way**. This may include clothes hampers, plastic bags, strings, medicines, plants, and make sure they can't get into the trash and get into something harmful or that they can't get off of them.
- ☐ Please be sure we have **updated vet information**. In the case of an emergency we will transport your pet to your vet or the nearest emergency clinic.
- ☐ Please be sure to **leave detailed instructions if your pet needs medication administered**.
- ☐ Please let your sitter know if you would like your sitter to leave **a radio playing softly or if they should leave the TV on** when they leave the home. Some pets find this soothing in their owner's absence.

Safe Travels and you will hear from us after each visit!

*Lara Rouse*

Cool Cats Owner & Chief Sitter  
**PROFESSIONAL PET LOVERS**