

# House sitting agreement

Date of signing this agreement: <input type="text" value=" / /"/>	Address of the property covered by this agreement: <input type="text"/>
Home owner name/s: 1. <input type="text"/> 2. <input type="text"/>	
Home sitter name/s: 1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/>	
	This agreement takes effect on: <input type="text" value=" / /"/> and ends on : <input type="text" value=" / /"/>

The home owner gives the house sitter permission to occupy the above premises as long as they abide by the conditions of this agreement.

No person/s or pet/s other than those listed in this agreement are permitted to live at the premises during the term of this agreement.

This is not a lease. Both parties agree that the house sitter only has a license to occupy the premises according to the terms and conditions of this agreement and has no legal interest in the premises.

At the end of this term the house sitter may continue to occupy the premises under the same terms of this agreement only if given permission to do so by the home owner.

If the home owner requires the house sitter to make rental payments, then this agreement needs to be adjusted and extended to cover these arrangements.

All parties to this agreement should have their own copy of this agreement, which should be signed by every person who is party to this agreement.

# 1. Access to the premises

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## 1.1 The home owner agrees:

- to provide the house sitter with at least seven days notice of any change to the agreed first day of the house sitting assignment
- to provide the house sitter with seven days notice of an inspection of the premises
- that the premises will be vacant and in a habitable condition for the house sitter to move in on the agreed first day of the house sitting assignment

The home owner, or any person authorised in writing by the home owner, may only enter the premises during the terms of this agreement in the following circumstances:

- in an emergency (including to make urgent repairs)
- if the premises seem to be abandoned
- for any other purpose, if the house sitter agrees

## 1.2 The house sitter agrees:

- to be responsible for any act by any person the house sitter allows on the premises who breaks any terms of the agreement
- not to sub-let the premises without the home owner's prior written permission
- not to allow any person not listed in this agreement to live at the premises without the home owner's written permission

# 2. Care of the premises

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## 2.1 The home owner agrees:

- to ensure that the premises are reasonably clean and fit to live in
- to provide the house sitter or the home owner's nominated contact person with a set of spare keys for the premises

## 2.2 The house sitter agrees:

- not to use the premises, or allow the premises to be used, for any illegal purpose
- not to cause a nuisance or allow a nuisance to be caused on the premises
- not to interfere, or allow others to interfere with the reasonable peace, comfort or privacy of neighbours
- not to keep any animal on the premises other than those listed in this agreement without the permission of the home owner
- not to block any sink or drain
- not to cause or allow any damage to be caused to the premises
- to care for every item in the premises
- to regularly clean the bathroom and kitchen
- to maintain the grounds and garden in the same condition as at the start of this agreement
- to put all household rubbish and recycling out for regular collection
- to report any infestation of the premises to the home owner and seek advice for solutions to the problem

- to keep the premises as clean and tidy as at the start of this agreement
- to notify the home owner as soon as possible of any damage to the premises
- to leave the premises as nearly as possible in the same condition (fair wear and tear excepted) as at the start of this agreement
- to regularly feed, water and maintain any indoor plants and to keep them in at least as good a condition as at the start of this agreement
- to keep windows and doors locked where appropriate and ensure that any other security measures in the premises are used effectively

### 3. Care of animals

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Name and describe each animal to be covered by this agreement. Describe how you would like each animal to be managed on a day-to-day basis. Include details of any medications or special treatment that each animal requires.

#### 3.1 The home owner agrees:

- to describe in writing and in detail how any animals normally resident at the premises should be cared for
- to provide all food and sundry supplies (insect control and other medicine, bedding, exercising and cleaning equipment) for the animals, or make arrangement to reimburse the house sitter for any food or supplies bought for the animals
- to make arrangements for payment for any services provided by a qualified veterinarian in the treatment and care of the home owner's animals

#### 3.2 The house sitter agrees:

- to make every reasonable effort to ensure the good health, comfort, safety and happiness of the animals listed in this agreement
- to follow the home owner's instructions as far as possible in the care of the animals listed in this agreement

Veterinarian contact details:

After hours emergency service for animals:

Pets covered by this agreement:

1.

2.

3.

4.

5.

## 4. Payment for utilities

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For an accurate calculation of the house sitter's liability for utility charges all relevant meter readings should be taken near the start of the house sitting assignment. Before the house sitter leaves the premises at the end of the assignment, further meter readings can be taken and the house sitter's share of costs can be accurately calculated.

### **4.1 The home owner agrees to pay or reimburse the house sitter for the following costs:**

- municipal service charges such as council tax and rates
- all costs incurred by the house sitter in the care of the animals listed in this agreement
- all costs of emergency repairs or routine maintenance of the premises

### **4.2 The house sitter agrees to pay service providers directly or reimburse the home owner for the following utilities:**

(cross out any of the following that do not apply)

- electricity
- gas
- telephone calls and service charges
- water
- excess rubbish or sanitary waste removal charges
- internet access
- cable or satellite TV

The house sitter should make good their financial obligations under the terms of this agreement before leaving the home owner's premises. The house sitter may choose to pay service providers directly and should keep receipts of such payments for home owner's records. Any financial liability still outstanding at the end of the house sitting assignment may be reclaimed by the home owner from the security deposit.

Gas meter

date recorded

Electric meter

date recorded

Water meter:

date recorded

# 5. Additional terms

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Any additional terms and conditions may be added to this agreement here. All parties to this agreement need to initial each additional term. See the 'Home owners checklist (Appendix B of this agreement) for additional points you may want to address here.

1.	
2.	
3.	
4.	

## 6. Maintenance & repairs

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### 6.1 What are urgent repairs?

The **home owner agrees** to make payment, either directly to the service provider or as a reimbursement to the house sitter, for the following urgent repairs:

- burst water service
- blocked or broken lavatory system
- serious roof leak
- gas leak
- electrical faults
- flooding or serious flood damage
- serious storm damage
- serious fire damage
- failure or breakdown of the gas, electricity, or water supply to the premises
- failure or breakdown of any essential service for hot water, cooking, heating, or laundering
- any fault or damage that causes the premises to be unsafe or not secure

### 6.2 Repairs & emergency contact details

Gas service person:

Electrician:

Plumber:

Builder:

Window repairer:

Locksmith:

Local Police:

Fire service:

Nearest hospital with accident and emergency department:

Veterinarian:

Emergency 24-hour animal treatment service:

### 6.3 Reimbursement for repairs

The **home owner agrees** to pay the house sitter, within 14 days of the end of the house sitting assignment, any reasonable costs that the house sitter has incurred for making repairs to the premises so long as:

- the house sitter was not in breach of this agreement when the damage occurred
- the house sitter gives the home owner, or their nominated contact, a reasonable opportunity to make the repairs
- the house sitter makes a reasonable attempt to have any appropriate tradesperson named in this agreement make the repairs
- the repairs are carried out, where appropriate, by licensed or properly qualified persons
- the house sitter gives the home owner, or their nominated contact person, written details of the repairs, including receipts for any costs the house sitter has incurred



## 7. Staying in contact

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### 7.1 Home owner's contact details

The **home owner agrees** to provide the house sitter with contact details for use during the term of this agreement. These contact details, whether phone or fax numbers, postal or email addresses, should remain current and functional during the term of this agreement.

The home owner can be contacted by the following methods during the term of this agreement:

Postal Address:	<input type="text"/>
Email address:	<input type="text"/>
Phone number::	<input type="text"/>
Fax number:	<input type="text"/>

### 7.2 Nominated contact person's details

The **home owner** may choose to nominate a third party to act on their behalf during the term of this agreement. This nominated contact person agrees to provide the house sitter with their contact details and to be readily contactable. Those details should remain current and functional for the term of this agreement.

The home owner's nominated contact person can be contacted by the following methods during the term of this agreement:

Postal Address:	<input type="text"/>
Email address:	<input type="text"/>
Phone number::	<input type="text"/>
Fax number:	<input type="text"/>

### 7.3 House sitter's contact details

The **house sitter agrees** to provide the home owner or the home owner's nominated contact person with their contact details and to be readily contactable. These details should remain current and functional for the term of this agreement.

The house sitter can be contacted by the following methods during the term of this agreement:

Postal Address:

Email address:

Phone number::

Fax number:

## 8. Termination of agreement

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### 8.1 The home owner agrees:

- to give the house sitter at least seven days notice of an early termination of this agreement if the agreement is for less than six months
- to give the house sitter at least 28 days notice of an early termination of this agreement if the agreement is for six months or longer

### 8.2 The house sitter agrees:

- not to leave the premises before the end of this agreement without written permission from the home owner or nominated contact person
- to give vacant possession of the premises to the home owner or nominated contact person's on the date of termination of this agreement
- to return all keys and other security devices on the date of termination of this agreement
- to provide the home owner or nominated contact person with a forwarding address
- at the end of this agreement the house sitter may continue to occupy the premises under the same terms of this agreement only if given permission to do so by the home owner

### 8.3 Both parties agree:

- that if either party persistently breaches this agreement, then the innocent party may terminate this agreement on 24 hours notice that termination of this agreement does not affect the right of either party to recover any monies due under the terms of this agreement

## 9. Signatories & witnesses

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The **home owner** and the **house sitter** enter into this agreement and agree to all its terms.

### Home owner/s

1. Name of home owner:

Signature of home owner:

2. Name of home owner:

Signature of home owner:

1. Name of witness:

Signature of witness:

### House sitter/s

1. Name of house sitter:

Signature of house sitter:

1. Name of house sitter:

Signature of house sitter:

3. Name of house sitter:

Signature of house sitter:

4. Name of house sitter:

Signature of house sitter:

2. Name of witness:

Signature of witness:

# Appendix A

## 1. Security deposit lodgment form

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### House sitter security deposit

(to be paid by house sitter)

Deposit amount (and currency)

Type of payment

eg. cheque, money order, cash etc

Address of premises covered by this agreement

Date

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### Home owner section

Home owner name

Home owner address

Home owner telephone number

Home owner email address

Home owner signature

### House sitter section

House sitter name

House sitter address

House sitter telephone number

House sitter email address

House sitter signature

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### House sitter refund (only to be filled out at end of house sitting assignment)

Original deposit paid:

Subtract house sitters' liabilities:

Add house sitters' expenses:

**Total amount of refund:**

### 1.1 Lodging the security deposit lodgment form with a third party

Use this part of the form if you're going to be lodging the deposit with a third party for safe keeping. In the event of a dispute between home owner and house sitter at the end of the house sitting assignment the person nominated to hold the deposit agrees to mediate.

In the event of any dispute with regard to an entitlement to any or all of the bond hereby submitted, i/we accept that [enter name]  reserves the right to act as mediator, and will deduct any costs incurred in resolving said dispute.

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#### Third party bond holder

Name

Telephone number

Address

Email address

Signature

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Date

Copies of this form should be held by each party for reference

## 2. House sitter expense claims

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This form to be used to list the house sitter's expenses in the care and upkeep of the property and the animals listed in this agreement. The house sitter should keep an itemised list of such expenses as well as a receipt for each item.

Claim for the following costs and purchases:

Claim description	Cost
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>

## 3. House sitter liability claims

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This form to be used to list the house sitter's liabilities during the house sitting assignment. These could include any accidental loss or damages to the home owner's property.

Claim description	Cost
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<b>Total</b>	<input type="text"/>

Total deductions:

Currency and amount of refund (eg us\$489):

Type of payment (eg cheque, money order, cash):

Address of premises:

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Name of home owner/s:

Home owner nominated contact person:

Name/s of house sitter/s (only list house sitter here who have contributed to the deposit and will be receiving the refund)

Signature of home owner:

Signature of mediator:

Signature of home owner nominated contact person:

Signature of house sitter/s:

**House sitter forwarding contact details:**

Postal address:

Phone:

Email address:



# Appendix B

## 1. Home owners checklist – before you go!

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Home owners – use this checklist to make sure you're ready to hand over the care of your home and animals to your house sitter on the day that you leave.

### **1.1 Neighbours**

Please let your neighbours, friends and family know that you have a house sitter moving into your home in order to avoid unnecessary misunderstandings.

### **1.2 Security systems**

If you have an alarm system, you may need to make arrangements with the security company for a code and security password specifically for your house sitter to use. Any keys for window locks should be left with your house sitter.

### **1.3 Insurance**

Contact your insurance company to let them know you will have a house sitter moving into your home.

### **1.4 Email**

If you are currently using an email address that is dependent on your home internet service provider, you may need to set up a new address that can travel with you. There are many hundreds of good, free email service providers you can sign up with in less than five minutes. Ekit is an email service provider that is specifically for travelers. Choose a service provider that gives each member account enough disk space to store, send and receive jpg (image) files. Yahoo gives each customer an especially generous allowance of 100mb.

### **1.5 Contact information**

Please leave contact information so your house sitter can stay in touch while you're away. See the house sitting agreement for the contact information page.

### **1.6 Emergency contact**

You may want to ask someone such as a friend, neighbour or relative etc to act as a nominated contact person for your house sitter to liaise with in your absence.

### **1.7 Spare keys**

Leave a set of spare keys with your nominated contact person or your house sitter.

### **1.8 Rubbish collection & recycling services**

You need to make a note of which days your rubbish and recycling is collected. Have any recycling equipment available for your house sitter to use.

### **1.9 Compost**

Make a list of what you would and wouldn't like your house sitter to add to your compost.

### **1.10 Animal documentation**

All of your animal's records should be put together in a folder for your house sitter's easy access. These records could include: immunisations, tattoo, microchip, any lost pet register phone numbers, license, medical history and current medications.

### **1.11 Animal license**

Please make certain your animal's license or registration will not expire while you are away.

### **1.12 Animal supplies**

Please stock up on enough supplies for your animals while you're away. These supplies could include the following:

- food (main meals, dry food, treats, chewing bones, drinks)
- medications (flea, tick, lice, heartworm, worm and mange treatment – with dosage information)
- toys (indoor chewing and tugging toys, chasing toys)
- exercise equipment (lead, ball, towel, cold weather gear, muzzle, collar, harness)
- identification tags, tattoo or microchip (featuring a contact number or a link to contact details on a registration list – make sure this information is current!)
- bedding (basket, mattress with pillows, blankets or duvet, with spares for washing)
- cleaning and grooming equipment (medicated shampoo, towels, hoses, brushes, scissors, clippers)
- waste collection equipment (bags, gloves, litter, disinfectant)

### **1.13 Home contents list**

You may like to make a list of items you don't want your house sitter to use. Add this to your house sitting agreement under section 5, Additional terms.

### **1.14 Out of bounds**

You may like to write a list of any areas or rooms in your house or on your property that you don't want your house sitter to use.

### **1.15 Pool maintenance**

Have your pool equipment and chemicals available for your house sitter to use. Attach clear written instructions to these.

### **1.16 Parking**

Describe what parking is allowed on or near your property including costs and restrictions. You may be able to arrange for a visitors parking permit for your house sitter to use.

### **1.17 Visitors policy**

What is your preference for visitors to your home while you're absent? If you have strong feelings about a visitors policy, include this information in your house sitting agreement.

### **1.18 Rules and regulations**

If your home is a condominium, a unit or a rental property, you may want to leave a copy of the by-laws or lease for your house sitter to refer to.

### **1.19 Subscriptions**

You may want to suspend or cancel any magazine, newspaper or online DVD rental subscriptions you may have.

### **1.20 Pay-per-view TV**

You may want to suspend or cancel your satellite or cable TV service.

### **1.21 Internet access**

You may want to suspend or cancel your internet access account.

### **1.22 Mail redirection**

You may want to set up a redirection order for your mail – although this is what house sitters are for!

### **1.23 Home deliveries**

You may want to suspend or cancel any regular home deliveries you may have including dairy products and organic vegetables .

### **1.24 Garden tools**

Make sure your garden tools are accessible. Leave your shed keys out for your house sitter.

### **1.25 Indoor plant maintenance**

Leave any supplies for your indoor plants out for your house sitter. Attach written instructions to these.

### **1.26 Lawn maintenance**

Check that your lawnmower is in good working order. Leave a spare can of fuel for your lawn mower if required. Attach hoses to outdoor water supplies for watering your garden and lawn. Leave rakes and a wheelbarrow out for your house sitter.

### **1.27 Use of your vehicle**

If you are happy to have your house sitter use your vehicle while you're away you need to do the following:

- familiarize them with your vehicle before you go
- add their name to your motor vehicle insurance policy
- have them confirm in writing that they will be liable for any costs and damages incurred while using your vehicle including paying any excess fees on any resulting insurance claim
- provide local driving regulation information for their reference

### **1.28 Maintenance of your vehicle**

You may want to have your vehicle maintained in your absence. This could include asking your house sitter to start your car once a week and/or clean your car of leaves, dust and bird poo before your return.

### **1.29 Use of your bicycle**

You may be happy for your house sitter to use your bicycle. Familiarise your house sitter with any security locks you may use. Write down any code for a combination lock and leave two keys for any D-locks.

### **1.30 Clean & tidy home and yard**

It's a good idea to ensure your house and grounds are clean and tidy in preparation for your house sitter's arrival. Note that in the house sitting agreement your house sitter has agreed to maintain your home and garden to the condition that they first encountered it.

### **1.31 Perishable foodstuffs**

You may want to empty your refrigerator of any perishable foodstuffs. Although your house sitter is probably happy to eat or otherwise dispose of these!

### **1.32 Storage space**

You may need to empty some cupboards and drawers for your house sitter to stow their belongings.

### **1.33 Storing valuables & breakables**

Stash away your valuables and breakables in a secure area such as a locked cupboard or your attic space.

### **1.34 Clean linen**

Put out clean bed linen and towels for your house sitter.

### **1.35 First meal**

Provide the essentials for your house sitter's first meal in your home.

### **1.36 Gas & electric**

Leave instructions for the safe use of your electricity and gas services. Show your house sitter where the relevant meters are as well as the fuse boxes and cut-off switches. Take meter readings on your last day in the property so that your house sitter's share of the utility bills can be worked out on your return. See section 4, payment for utilities in this agreement.

### **1.37 Heating & air-con**

Leave detailed instructions on how to program the heating and air-conditioning systems.

### **1.38 Cleaning & gardening services**

You may want to suspend or cancel visits by your regular cleaner or gardener. If your house sitter wants to retain these, you need to discuss who will pay for these services.

### **1.39 Childcare**

Leave details on local childcare facilities and places of fun for your younger house sitters.

### **1.40 Tourist information**

Mark up a local map with some of your area's best assets for your intrepid house sitter. Include your local supermarket, library, internet café, cinema, DVD rental shop, dog park etc.

### **1.41 Transport maps**

Local transport maps covering travel by bicycle, bus, train, tram and underground are invaluable for helping your house sitters get oriented.

### **1.42 Water & drains**

Leave instructions on the location of your water mains tap and the means of access to your sewer system.

Phew!

Well done...you've made it to the end of this list! Now you can leave your home knowing that your house sitter is exceptionally well-prepared to take on their duties and responsibilities toward you, your property and your animals. Relax and go.