

Housesitting Instructions

Home Owner(s)

Name(s): _____

Home address: _____

Home phone: _____

Temporary address(es) and phone numbers while housesitter is staying at home (or attach schedule)

Plants and Garden *[What to water when.]*

Newspapers and Mail *[What to do about mail and newspapers: what to save, what to throw out.]*

Garbage and Recycling *[Details of garbage pickup and recycling—what, where, when.]*

Appliances *[Where to find manuals/booklets on different major and minor appliances, plus odds and ends of information as to location and operation of DVD player, vacuum cleaner, stove, etc.]*

Lights *[Any special details on lights, timers, automatic night light, and external motion-sensitive lights.]*

Windows, Doors, Security Systems, and Keys *[Details on how locks and security system work and who has extra keys.]*

Smoke Detectors and Fire Extinguishers *[Details on location and functioning of smoke detectors and fire extinguishers.]*

Utilities *[Details on location and use of thermostat, gas and water shut-off valves, fuse box, and spare fuses.]*

Tools and Supplies *[Location of house supplies, such as tools, light bulbs, batteries, iron, cleaning supplies, and first aid kit.]*

Vehicles *[Details on cars, whether they need to be started once a week, etc.]*

Neighbors and Friends *[Names and phone numbers (home and work) of neighbors and friends who can help with any questions.]*

Repair People and Service Contacts *[Names and phone numbers of repairperson, plumber, insurance agent, etc.]*

Miscellaneous *[Anything else you want housesitter to know.]*

Please don't hesitate to call us if anything comes up or you have questions. And be sure to help yourself to any food in the refrigerator or cupboards. Thanks!

Signature

Date