

## Our Agreement

**This Agreement is created for the sole purpose of ensuring that there is a clear understanding of our responsibilities and obligations. It is neither legally binding nor in any way should it suggest a lack of trust between us. We both agree that continuous open lines of communication and complete honesty are key to our relationship being a success.**

**However, it would be unwise to proceed into this type of trust-based relationship if there was any doubt whatsoever regarding each other's integrity. If any such doubt exists and cannot be resolved in such a way as to remove that doubt, it is best that we part ways amicably at the earliest opportunity and with no hard feelings.**

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*This Agreement is made between \_\_\_\_\_ ("The Home Owner"), and William Humphries, owner of Reliable House Sitting Ottawa ("RHSO"), for the property or properties listed below ("The Premises"), and shall apply in full between \_\_\_\_\_ ("Start Date") and \_\_\_\_\_ ("End Date"), inclusive of those dates.*

*Property Address/es ("The Premises") covered by this Agreement (select all that apply):*

### First Property

<i>Address</i>	
<i>Phone Number</i>	

### Second Property

<i>Address</i>	
<i>Phone Number</i>	

### Third Property

<i>Address</i>	
<i>Phone Number</i>	

*Both parties shall retain a copy of this Agreement, and shall sign and date each page.*

*Either party may terminate this Agreement at any time of their choosing.*

Signature and Date: \_\_\_\_\_  
Home Owner
RHSO

## THE NITTY GRITTY

### The Home Owner agrees to:

- Contact their home insurer prior to the Start Date to clarify requirements during their absence and ensure there is adequate coverage in place for The Premises;
- Permit RHSO to enter The Premises for the duration of this Agreement and under the terms and conditions stated herein;
- Identify to RHSO any authorized persons permitted to enter The Premises within the duration of this Agreement, and make such persons aware that:
  - RHSO are permitted to enter The Premises under the terms of this Agreement;
  - RHSO will require them to present identification to prove their identity should they be present during a home visit;
- Provide at least one set of keys (two if possible) to RHSO to access The Premises prior to the Start Date;
- Provide RHSO with instructions for any home alarm system, and the locations of the breaker box, water & gas shut off valves and fire extinguishers within The Premises;
- Provide the contact information of any tradesperson they would have perform repairs should damage occur within the duration of the Agreement;
- Make payment, either directly to the service provider or as a reimbursement to RHSO, within 7 days of the End Date for any urgent repairs that are deemed required by RHSO during the Agreement, so long as the damage was not caused by RHSO's negligence;
- Provide written instructions for any complex tasks RHSO are to perform (as requested by RHSO);
- Provide RHSO with their contact details while away and the contact details of a secondary local contact for the duration of the Agreement.

### RHSO agrees to:

- Request identification from any person discovered inside The Premises to confirm they are on the Home Owner's authorized entry list, and if such persons are unable to provide adequate proof, first attempt to notify the Home Owner and confirm the person's identification, and if unsuccessful, notify the police;
- Access The Premises for no purpose other than to perform the duties as specified within this Agreement, and keep The Premises secure at all times;
- Ensure any keys provided by the Home Owner remain in RHSO's custody, and that they are not replicated;
- Return both sets of keys to the Home Owner within 7 days of the End Date or termination of this Agreement;
- Notify the Home Owner as soon as possible of any damage to The Premises;
- Give the Home Owner, or their nominated contact, a reasonable opportunity to make any repairs;
- Pay without reimbursement from the Home Owner any damages to The Premises that occur during the duration of this Agreement that are a direct result of RHSO's negligence;
- Make a reasonable attempt to have any appropriate tradesperson named in this Agreement make the repairs, or otherwise, where appropriate, have the repairs performed by a licensed or properly qualified person;
- Give the Home Owner, or their nominated contact person, written details of the repairs, including receipts for any costs incurred.
- Ensure that any person selected by RHSO to perform any tasks under this Agreement are equally as reliable as RHSO, and that RHSO will be fully accountable for their work.

Signature and Date: \_\_\_\_\_

Home Owner

RHSO

## SERVICES

RHSO shall visit The Premises per the following schedule for the duration of the Agreement:

and perform the following services as part of the Basic Service (check all that apply):

- Switch lights on / off
- Move curtains
- Run water
- Collect parcels and mail and forward as required
- Dispose / recycle non direct mail
- Monitor heating / air conditioning
- Water indoor plants
- Put out and bring in garbage, compost and recycling (Garbage day is \_\_\_\_\_ )
- Provide frequent updates (state frequency in Notes on next page)

as well as these additional services per the quotation provided (check all that apply):

- Pet care
- Lawn maintenance
- Hot tub / pool maintenance
- Snow clearing of paths
- Car start
- Homecoming groceries
- Other (see description in Notes on next page)

## KEY RETURN

At the conclusion of The Agreement, house keys will be:

- Returned by RHSO to The Premises for a fee (if outside the Green Zone)
- Left at The Premises on the final visit at a location to be agreed by both parties
- Picked up by the Home Owner from RHSO at a time to be agreed by both parties
- Left in the special care of RHSO for future contracts

Signature and Date: \_\_\_\_\_  
Home Owner
RHSO



**Additional Tasks, Special Instructions, Notes, Explanations and Clarifications**

Signature and Date: \_\_\_\_\_  
Home Owner RHSO

**PET CARE (Applicable only if Pet Care is selected in Services above)**

*Pets covered by this Agreement:*

	Name	Description
1		
2		
3		
4		
5		
6		

**The Home Owner agrees to:**

- Describe in detail below how pets that live at The Premises should be cared for
- Provide all food and supplies for the pets, or to reimburse RHSO for any pet food or supplies bought over the duration of the Agreement;
- Make arrangements for payment for any services provided by a specified veterinarian in the treatment and care of the pets if required.

**RHSO agrees to:**

- Make every reasonable effort to ensure the good health, comfort, safety and happiness of the animals listed in this Agreement;
- Follow the Home Owner's instructions while caring for the animals listed above.

**Pet Care Instructions**

Signature and Date: \_\_\_\_\_

Home Owner

RHSO

**GENERAL****Emergency Contact Information (Home Owner and Local Other)**

<i>Name</i>	<i>Address</i>	<i>Phone</i>

**Names of Authorized Persons for Entry**

<i>1</i>		<i>3</i>	
<i>2</i>		<i>4</i>	

**Alarm Instructions****Preferred Trades People**

<i>Service Type</i>	<i>Contact Info</i>

**Location of Critical Services (if known and applicable)**

<i>Water shut off valve</i>	
<i>Gas shut off valve</i>	
<i>Fire Extinguisher(s)</i>	
<i>Breaker Box</i>	

**Veterinarian Contact Information (if Pet Care is required)**

<i>Name</i>	<i>Address</i>	<i>Phone</i>

Signature and Date: \_\_\_\_\_  
Home Owner
RHSO