



## A HELPFUL CHECK LIST PRIOR TO LEAVING ON YOUR TRIP

### PET SITTER INFORMATION

- \_\_\_ YBFF PET SERVICES HAVE BEEN CONFIRMED (DATES AND TIMES)
- \_\_\_ YBFF YELLOW FOLDER IS OUT AND ANY NEW INFO LEFT IN IT
- \_\_\_ LOCK CHANGE? A TESTED NEW KEY GIVEN TO YBFF
- \_\_\_ ALARM CODE CHANGE? NEW CODE TO YBFF
- \_\_\_ GARAGE CODE CHANGE? NEW CODE TO YBFF
- \_\_\_ WILL ANYONE ELSE BE ENTERING THE HOUSE DURING THIS TRIP
- \_\_\_ YBFF REQUEST FOR ERRANDS AND/OR GROCERIES FORM IS FILLED OUT AND IN FOLDER
- \_\_\_ CLOSED OFF ALL AREAS OF THE HOME WE DON'T WANT OUR PETS IN
- \_\_\_ ALL MEDICATIONS (INCLUDING PETS) ARE OUT OF REACH OF PETS
- \_\_\_ NEW AND/OR VISITING PETS?
- \_\_\_ CONTACT NUMBER FOR THIS TRIP?

### HOME AND TRAVEL INFORMATION

- \_\_\_ NEWSPAPER DELIVERY HAS BEEN PAUSED IF DESIRED
- \_\_\_ MILK DELIVERY HAS BEEN HELD
- \_\_\_ MAIL DELIVERY HAS BEEN HELD IF DESIRED
- \_\_\_ TURNED OFF SCHEDULED ALARM CLOCKS, RADIOS, ETC.
- \_\_\_ UNHOOKED OUR OUTSIDE HOSES IF IT IS WINTER/COLD
- \_\_\_ INFORMED NEIGHBORS WE WILL BE OUT OF TOWN AND YBFF WILL BE ENTERING THE HOME
- \_\_\_ TURNED OFF AND UNPLUGGED APPLIANCES SUCH AS COFFEE POTS, IRONS, CURLING IRONS
- \_\_\_ PUT LIGHTS ON TIMERS IF DESIRED
- \_\_\_ CLOSED AND LOCKED ALL WINDOWS
- \_\_\_ PAID ALL NECESSARY BILLS OR LEFT INSTRUCTIONS FOR MAILING BY YBFF
- \_\_\_ TAKEN WITH US OUR ID, PASSPORTS, TICKETS, ITINERARY, HEALTH INS CARDS
- \_\_\_ WRITTEN DOWN AND TAKEN WITH US CREDIT CARD PHONE #'S IN CASE OF LOSS
- \_\_\_ TAKEN WITH US ANY NEEDED PERSCRIPTIONS
- \_\_\_ TAKEN OUR CELL PHONES, CAMERAS AND CHARGERS
- \_\_\_ PUT A COLORFUL RIBON ON OUR LUGGAGE FOR EASY IDENTIFICATION