



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
- ___ NEW FEEDING INFORMATION OR FOOD LOCATION
- ___ 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
