

**WESTCHESTER CAT & HOME SITTING – VISIT CHECKLIST**  
**(Please complete three pages attached)**

**Services:**

- Provide cats with fresh food and water daily
- Scoop litter box(es) daily and replace litter as needed
- Brush, pamper and play with your cats
- Clean up of home in case of feline “accidents”
- Look after other small pets such as hamsters, fish and birds
  
- Bring in mail, packages and newspapers
- Alternate lights to give your home a lived-in look
- Water house plants
- Trash removed from home (cat food cans, used litter, etc.)
- Updates via e-mail

**Rates:**

- \$20 per 30-minute visit
  
- Weekend-only visits: \$5 additional charge per visit
  
- More than three cats: \$2 for each additional cat per visit
  
- No charge for consultation

**Payment Terms:**

- Payment is due in full by cash or check when the service agreement is signed or on the date service begins.

**Cat Care Services:**

**Feeding:**

What food/how much food do you feed your cat (or cats) per day? \_\_\_\_\_

\_\_\_\_\_

Where does your cat (or cats) eat? \_\_\_\_\_

Do you give your cat (or cats) any cat treats? \_\_\_\_\_

Where do you keep the cat food and treats? \_\_\_\_\_

\_\_\_\_\_

**Special Attention:**

Does your cat (or cats) like to be played with? \_\_\_\_\_

If yes, where do you keep the cat toys? \_\_\_\_\_

Does your cat (or cats) enjoy being brushed? \_\_\_\_\_

If yes, where do you keep the cat brush? \_\_\_\_\_

Does your cat (or cats) like to be petted and held? \_\_\_\_\_

**Litter Box Care:**

Your litter box (or boxes) will be scooped daily. Where is the scoop? \_\_\_\_\_

Where do you keep the litter? \_\_\_\_\_

Where would you like the litter disposed of? \_\_\_\_\_

**Other Information:**

Is there anything else that may be of importance in your cat (or cats) care? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home Care Services (please check the services you desire):**

\_\_\_\_\_ Turn selected lights on/off – If yes, which ones? \_\_\_\_\_

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\_\_\_\_\_ Bring in mail & packages. If yes, where is your mailbox located? \_\_\_\_\_

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\_\_\_\_\_ Bring in newspapers

\_\_\_\_\_ Remove trash from home (cat food cans, used litter, etc.). If yes, would you like us to put trash in an outdoor garbage can or remove it from your property?

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\_\_\_\_\_ Water plants – If yes, where are the plants, how often should they be watered and how much water? \_\_\_\_\_

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Is there anything else we should know about that may be of importance in your home's care?

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**Additional information:**

**Security alarm:**

Is there a security alarm system in place? \_\_\_\_\_

(If so, please inform the alarm company that we will be in your home)

Alarm company's name: \_\_\_\_\_

Alarm company's phone number: \_\_\_\_\_

Alarm codes to turn alarm on and off:

\_\_\_\_\_  
\_\_\_\_\_

**Access:**

Who else has access to your home while you are away? Please list names/phone numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Email Updates:**

We typically send you two email updates per week. Please indicate the email address(es) you would like us to send updates to:

\_\_\_\_\_  
\_\_\_\_\_