



Key Handling Agreement

I have provided Leaps N' Hounds with the following key(s) on date: _____

Key Description	# of Copies	Details/Notes
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I agree to and understand the following conditions and terms:

Leaps N' Hounds LLC has my permission to make a copy of my original key(s) for emergency / backup purposes at their discretion (necessary in case the key breaks, etc). If my original key is lost or stolen, my trainer or pet sitter (referred to as Pet Care Specialist or PCS for the purpose of this document) will contact me immediately.

Leaps N' Hounds agrees to place an identifying code on my keys. My keys will not be marked with my name or address. When not in use or prepared for use, my keys will be stored in a secure location by my Leaps N' Hounds PCS.

My keys will be automatically retained by my Pet Care Specialist at the end of each service period. My PCS will place the key in a secured location (usually a lock box or safe) until future service is requested.

Leaps N' Hounds has permission to provide my keys to any of its employees or independent contractors that will be providing me with service that necessitates entering my home while I am not present. These services will be at my request and the exchange of keys will be understood prior to the start of service. Long term services may include but are not limited to: pet sitting, follow up training, dog food delivery or other errand services, and emergency calls.

Key Returns

I understand that if I decide at any time I'd prefer to have my key returned, I will leave a note on that day of service. This note will include the message "Leave Key on _____", the date and time of visit, and instructions on how to secure my home after leaving the key. I understand that the Pet Care Specialist will not be able to access my house again after they have left the key, including in the case of emergencies or delays in my return. There is no charge for returned key so long as my PCS is notified on the last day of service.

Leaps N' Hounds Pet Training is willing to exchange keys via drop off or pick up. Visits specifically for key delivery are charged to the client at a rate of **\$10 plus any applicable travel fees.**

By signing this form, I agree to all terms as stated in this document.

Client Signature: _____

Date: _____