

HOUSE INFORMATION SHEET

Client Name: _____

Address: _____

Phone: _____ Alternate Phone: _____

Email: _____

Other digital means of contact? (i.e. Skype, WhatsApp, etc?) _____

Trip details: *If staying in multiple locations, put the name of the place where you will be spending most of your time here. Use the Extra Information space at the end of this document to provide more destination details.*

Resort/Destination Name: _____

Address: _____

Phone: _____

Dates and **local** time(s) you will be most available for correspondence: _____

House details:

Wifi Name: _____

Wifi Password: _____

Garage Code (and how to use): _____

Security Code: (and how to use): _____

Visitor Policy: _____

Things that are off limits: _____

Normal House Sounds: _____

Accident/Emergency:

Local Contact*: _____

Address: _____

Phone: _____

**Please make sure this person knows they are listed here and, should an emergency occur requiring evacuation (i.e. wildfire), it is their responsibility to come to the house to remove any important or priceless items if possible. If this is something you would want me to handle, please discuss with me before the sit begins.*

Security Company name: _____

Security Company number: _____

Plumber name: _____

Plumber number: _____

Electrician name: _____

Electrician number: _____

Locksmith name: _____

Locksmith number: _____

Where is the gas shut off?

Where is your breaker box?

Responsibilities: *Please answer yes or no and the frequency required. Use the Extra Information space at the end of this document to provide more information if needed.*

Bring in the mail? _____

Water indoor plants? _____

Water outdoor plants? _____

Take out the trash? Which day? _____

Other? _____

Extra Information: *Please provide additional information that would be useful*