

Checklist - Things to discuss at Handover

Here's a list of items to talk about at handover. If a house sitting agreement is being used, some of these items will probably be covered in that document.

Use this list as a basis on which to add your own questions that might be particularly relevant to your house sitting assignment.

1. Pets – food, toys, treats, leads, muzzles, poop bags, pet beds
2. Pet emergencies – telephone number of local vet
3. Locate the water stop cock
4. Locate the electric fuse box, spare fuses
5. Neighbourhood tour if time – fuel, restaurants etc.
6. Meet the neighbours if appropriate
7. Garden responsibilities, location of garden tools, shed keys
8. Fuel for garden tools
9. Pool maintenance procedure
10. Off-grid procedures
11. Rubbish collection procedures
12. Recycling
13. Utility readings if you are paying for bills
14. House emergencies – who to contact
15. Security systems, keys, remote control gates / garages
16. Security – who to contact
17. Mail redirection address
18. Telephone calls – messages
19. Frequency of feedback and method to be employed