

PROsit

PROsit Policies and Procedures for Furnished Homes

We welcome you to PROsit. We hope that your Home sitting experience will be a pleasant and positive one. For your convenience we are providing you with a list of Policies and Procedures that we would like you to read over and adhere to. Please keep in mind that your primary reason for being in the home is to care for it while the home owner is away.

1. Do not contact the homeowner while they are away for any reason. Please contact our office.
2. **Absolutely no smoking and no pets! Any animals brought in will be reason for immediate termination from the PROsit program.**
3. Visitors must be in small numbers. No more than four at a time. This can be very hard on a home. Overnight guests must be pre-approved by our office. Please contact our office.
4. Clean home on a weekly basis. Kitchen floors, sinks, dusting wooden furniture. Vacuum carpets, clean bathrooms (Toilets included), showers, tubs and mirrors. Please use only safe products for cleaning. Some can be harsh on certain appliances. Please respect home owners cleaning preferences.
5. Home Sitter agrees to follow Home Owners instructions on care of the home. This includes changing furnace filters!
6. Home Sitter is not allowed to start or drive a motor vehicle owned by the home owner. As a sitter you are not insured.
7. Home Sitter must use only the items in the home instructed by the Home Owner. All towels, bedding etc. must be cleaned appropriately. If you are not sure please contact our office.
8. Do not move owner's furniture or home décor with out prior approval from Home Owner. (Prior to leaving) We have a special permission form for the owner to sign. No moving your own furniture in!
9. Home Sitter must keep side walks clear of snow and ice in the winter. Please use Ice Melt only for melting snow. No SALT!
10. Home Sitter is responsible for mowing, fertilizing and watering the lawn in the spring and summer months. If the sitter is not able to keep up on this our office can provide a lawn service at the sitter's expense. Please keep weeds pulled as well!

PROsit

11. Home Sitter must contact our office if they are to be out of town for more than one day. Our office would be more than happy to check on the home while you are away for a couple days.
12. Home Sitter must keep replace all used house hold items such as light bulbs, condiments, kitchen supplies and bathroom supplies. This needs to be done prior to the home owner returning.
13. Please keep out side light bulbs replaced continuously. This adds security to the home.
14. Home Sitter is to only park the vehicles registered with us. No additional vehicles with out prior approval. Please place an aluminum pan under your vehicle to prevent oil drips. Park only in the designated spot left by the home owner.
15. Home Sitter will be respectful of the neighbors and neighborhood.
16. Home Sitter must contact our office immediately with any needed maintenance issues, such as drippy faucets, or malfunctioning appliances.

By signing, the Home Sitter understands that noncompliance with the above listed policies and procedures can result in a complete loss of their Membership.

Signature of Home Sitter _____

Date: _____

Signature of Spouse or Co-Sitter _____

Date: _____

Notes: _____



Home Sitter's Policies and Procedures

We welcome you to *PROsit*. We hope that your Home Sitting experience will be a pleasant and positive one. For your convenience we are providing you with a list of Policies and Procedures that we would like you to read over and adhere to as closely as possible.

PLEASE KEEP IN MIND THAT YOUR PRIMARY REASON FOR BEING IN THE HOME IS TO ENHANCE THE HOME'S SALABILITY.

1. The Sitter will cooperate in every way with the Realtor in showing the home. Please leave during showings or at least go outside so that the Realtor and prospective buyers have the freedom to look and talk about the home.
2. Please refer any questions to our office. Do not talk with the owner, prospective buyers or the Realtor. Home Sitter MUST LEAVE for any Open House.
3. The house you are Home Sitting is assigned to you and your immediate family. No one else is allowed to stay at the house longer than 3 days without prior approval.
4. NO parties or large groups are allowed. Dinner parties and small gatherings are fine.
5. The Home Sitter should be prepared and willing to move upon the sale of the home. The minimum time is 10 days though the typical closing takes about 30 days and we will always try to give you as much notice as possible.
6. The PROsit fee is due on the 1st of every month and must be received by us no later than the 5th of the month. A \$20.00 late fee will be applied after that date. An additional \$20 late fee will be applied after the 10th and **if payment is not received by the 15th the Home Sitter will be given 48 hours notice to vacate for breach of contract.** There is a non-refundable \$50 fee for bounced checks.
7. The PROsit plaque that is placed in the home must remain visible at all times unless otherwise instructed by us.
8. Do not leave any valuables out such as jewelry, money, etc. during Realtor showings.
9. The Home Sitter must furnish their own lawn equipment.

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10. Please do not hang any posters. Framed pictures are fine but please do not use tape and limit your use of nails or tacks. Large sewing needles work well and don't leave marks. No changes are to be made in the home (such as Drapes, Paint, Wallpaper, Appliance, etc) without first checking with us.
11. The Home Sitter is not allowed to become a renter or tenant for the owner.
12. In the winter please keep all walks free from snow and ice. **DO NOT use salt for melting ice.**
13. In the summer: Mow the lawn often (preferably prior to weekends) and fertilize and water to maintain a bright green color. Pull or treat weeds and use a grass trimmer whenever needed.

When You Move In:

1. Have all utilities put into your name **before** you move in and confirm this with our office.
2. Call our office with your new phone number as soon as possible.
3. The *Property Condition Report* should be forwarded to our office **within 1 week.**
4. A liability insurance policy with \$100,000 personal liability coverage must be obtained before you move into a home. **You will need to ensure that your agent lists PROsit as a certificate holder. This is done to ensure continuity of insurance. Provide us with a copy as soon as possible.**
5. Home Sitters must give a 2-week notice before vacating premises. Failure to do so forfeits your performance deposit.

PROsit PERFORMS UNEXPECTED SPOT CHECKS OF THE HOME AT VARIOUS TIMES TO MAKE SURE THE HOME IS CLEAN AND SHOWABLE AT ALL TIMES. WE WILL LEAVE A COPY OF THE INSPECTION REPORT WITH YOU.

On an Ongoing Basis:

The following is a list of requirements that we will check for during our inspections:

1. Beds made daily when you get up. All must have bedspreads and be on a bed frame.
2. No clutter, magazines, newspapers or clothes lying about in any room.
3. **NO SMOKING IN ALL HOMES!**
4. Please empty all garbage cans daily and make sure cans are clean.

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5. Vacuum and clean floors and carpets often.
6. Wipe down all bath and kitchen fixtures to keep them sparkling clean.
7. Please keep all toilet fixtures clean and lid down. Shower curtains left open to dry.
8. Garage and closets kept clean so they appear spacious. Store any unpacked boxes neatly.
9. Keep the front door and walk way clean.

REPORT all needed repairs to our office immediately. Don't do any repairs or changes without first checking with us. (PLEASE DO NOT CALL THE HOMEOWNER OR REALTOR.)

When you Move Out:

1. We will notify you of a sale as soon as we hear anything so that you have as much notice as possible. If you hear anything about a sale DO NOT PANIC! Give us a call and we will check it out. Most closings take at least 3-4 weeks. We will always try to assist you in any transition and put you into another home.
2. We will arrange a move out date and send you a checklist for final inspection.
3. Keys and plaque must be returned to PROsit. Loss of either will result in a \$10.00/key charge from your performance deposit.

FAILURE TO COMPLY WITH THE ABOVE COMPANY POLICIES WILL RESULT IN A "48 HOUR DEMAND TO VACATE" NOTICE FROM PRO HOME SITTERS AND LOSS OF YOUR PERFORMANCE DEPOSIT.

If you ever have any questions or concerns, please do not hesitate to contact us at anytime.

Thank you for being an important part of PRO Home Sitters!

Home Sitter

Date

Home Sitter

Date



Home Sitter Service Contract

THIS AGREEMENT made and entered into this _____ day of _____, 20____ by and between PROsit herein after referred to as OWNER’S AGENT and _____ herein after referred to as HOME SITTER. Home Sitter agrees to pay a monthly service fee of _____ Dollars (\$_____). The term of this contract shall be monthly unless this is a Snow bird or Furnished Vacation Home with a time specification renewable when agreed by both parties, commencing on the _____ day of _____ 20____ and ending upon the sale of the property or termination of this contract. All fees and notices shall be given on or before the 1st day of each month. A Performance Guarantee Deposit of _____ Dollars (\$_____), will be deposited in a trust account by PROsit. Occupancy granted to: _____ Adults _____ Children (List names) _____ for the property located at: _____.

- 1) Owner’s Agent in consideration of the fees, covenants and agreements hereinafter set forth to be paid and performed by Independent contractor/Home Sitter does hereby transfer unto said Independent contractor/Home Sitter: and said Home Sitter does accept, and take from said agent the residence hereinafter referred to as the “premises”; to be occupied as and for a private dwelling and for no other purpose, solely by the persons above mentioned.
- 2) Home Sitter agrees to pay the amount stipulated above as a monthly service fee computed on a 30-day monthly basis each and every month on or before the (1st) first day of each month in lawful money of the United States of America, and every month during the term of this contract. A twenty-dollar late charge will be due after the 5th of the month; if unpaid.
- 3) Home Sitter has examined the premises, accepts them in their present condition, said being indicated on schedule “A” attached hereto and hereby made a part hereof, and covenants to keep said premises at all times in as good order and condition as the same are now in or may be put in by said agent. Home Sitter is not allowed to make changes to the house without written approval from Owners Agent. **Home Sitter must advise Agent of all or any repairs or maintenance work needed within 24 hours.** Home Sitter shall be responsible for making all minor repairs, not to exceed \$_____. All repairs to be completed in a professional, workmanlike manner. Owners agent, must authorize all other repairs.
- 4) Home Sitter agrees upon expiration of this service contract to surrender to agent without notice or demand, immediate possession of said premises, and to deliver the agent all keys to said premises.
- 5) **Home Sitter shall pay for all required (elect, heat, water, phone) and supplementary (cable) utilities and utility deposits.**
- 6) The Home Sitter shall not withhold consent to the Agent, Realtor, or Owner to enter into the dwelling unit in order to inspect the premises, make necessary or agreed repairs, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, residents, workmen or subcontractors. The agent may enter the dwelling unit without consent of the Home Sitter.
- 7) Owner’s Agent shall not be liable in any manner for or on account of any loss or damage to personal property of the Home Sitter. Home Sitter also covenants to keep Owners Agent harmless for all claims, demands, causes of action, judgments, attorney fees, costs and expenses, arising from or due to Home Sitters occupying said premises.
- 8) The independent contractor shall be required to attain a Liability Insurance Policy in the amount of at least \$100,000.

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- 9) The Home Sitter agrees to provide at least (2) weeks notice if vacating unfurnished premises or waive deposit. Home Sitter commits to remain in furnished premises for the length of the contract and understands that vacating premises prior to termination of contract will result in loss of deposit.

Independent Contractor / Home Sitter Initial Here: _____

- 10)(a) Home Sitter will notify agent if said Home Sitter is leaving premises for 2 days or more.
- (b) Home Sitter agrees not to contract with owner to lease said premises.
 - (c) No animals or pets of any kind shall be kept or harbored on the premises.
 - (d) Home Sitter will properly maintain the yard, shrubs, trees, and all the area of the property.
 - (e) Home Sitter will keep the sidewalk and driveway clean and free of all ice and snow.
 - (f) Home Sitter will furnish lawn fertilizer and weed spray.
 - (g) Home Sitter will reimburse agent for the cost of replacing all broken windows.
 - (h) Home Sitter will comply with all laws and ordinances.
 - (i) Home Sitter will report promptly all leaking faucets or toilets.
 - (j) **Home Sitter will be required to pay for any damages he/she/they cause to the property.**
 - (k) Home Sitter will see that the conduct of himself, his family and his guest are not disorderly, boisterous, or unlawful, that it does not disturb or interfere with the rights, comfort, or convenience of other persons on or adjacent to the premises. Any of the above is grounds for eviction.

HOME SITTER IS AN INDEPENDENT CONTRACTOR OF PROsit AND CAN BE TERMINATED AT ANY TIME. HOME SITTER UNDERSTANDS THAT THEY ARE NOT A RENTER OR LESSOR. Violation by the Home Sitters, his family, guests or friends of any of the terms of this contract or just cause decided by the Owners Agent shall give that agent the right to terminate the contract, and retain the Performance Guarantee. Home Sitter agrees to remove all personal property and terminate all occupancy within 48 hours of receiving notice personally, by US Mail, or posting on the front door of the premises, for any violation of this contract or 10 days after termination of contract. See Schedule "A" attached hereto, and hereby made a part hereof, regarding property condition report.

I have received a copy of the Policies and Procedures

Home sitter: _____ Date: _____

Owner's Agent: _____ Date: _____

Independent Contractor/Home Sitter: _____ Date: _____

Independent Contractor/Home Sitter: _____ Date: _____

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HOME SITTERS CHECKLIST

I. **Bonded Data Background Screen:** \$40.00 Non-refundable charge made out to Bonded Data Research (<http://www.bondeddataresearch.com/>). Cash is not accepted. Must collect prior to application being performed. There is a \$50 fee for bounced checks.

II. **Contracts Completed & Signed:**

- Home Sitters Information sheet
- Bonded Data Screen
- Policy & Procedures
- Insurance (Copy of Binder faxed to office)
- Repairs Document

III. **\$500 Refundable Deposit:** Arrange through Pay Pal on our website's Home Sitter page.

IV. Home Sitter fully understands the expectations of the application process, and agrees to comply with the aforementioned rules of home sitting.

Signature of Home Sitter: _____

Date: _____

Signature of Home Sitter: _____

Date: _____



Home Sitters Repairs and Defects Statement

AGREEMENT IN ADDITION TO HOME SITTING SERVICE CONTRACT

The Independent Contractor/Home Sitter has the duty to report any defects in the premises where they reside that may pose a threat of harm or injury to the home sitter or invitees within 24 hours of the discovery of the defect. Home Sitter further accepts the properties that are assigned as being safe and habitable unless PROsit has been notified in writing of defect.

I understand the above statement and agree to hold harmless the property owner and PROsit for my failure to comply.

Home Sitter

Home Sitter

Date

Date



Home Sitter's Phone Script

" Hello, you have reached phone number, if you are a realtor and would like to show the home please leave the date and time and I will make sure the home is presentable"



HOME INSPECTION REPORT

Property Address:

Dear

This is to inform you, we were by today for a brief home inspection. Below is a summary of our results. If you have any questions please do not hesitate to contact us. Thank you for your cooperation.

Exterior Inspection:

1. General Curb Appeal:

Poor___ Fair___ Good___ Excellent___

2. Yards, Plants & Shrubbery: _____

Interior Inspection:

1. General Appearance:

Poor___ Fair___ Good___ Excellent___

2. Walls: _____

3. Floors: _____

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4. Countertops: _____

5. Carpets: _____

6. Drapes & Windows: _____

7. Furniture: _____

8. Appliances: _____

9. Clutter (Newspapers, Clothes, Dishes) _____

10. Other: _____

Agent: _____

Date/Time: _____



STATEMENT OF CONDITION

STATEMENT OF CONDITION, CLEANLINESS, AND EXISTING DAMAGE TO PREMISES AND FURNISHINGS

**The premises contain the following defects, damages and physical condition.
Address the following:**

1. Walls:

2. Floors:

3. Countertops:

4. Carpets:

5. Drapes:

6. Windows:

7. Doors:

8. Furniture:

9. Appliances:

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10. Plumbing, Heating & Electrical:

11. Shrubbery:

12. Other:

RETURN WITHIN 1 WEEK

(Continue below if necessary)

HOME SITTER: _____

DATE: _____

AGENT: _____

DATE: _____