

Best Friend Errand Service, LLC

"Let us be your new Best Friend!"

Key Release Form

Client, _____, agrees to give a Best Friend Errand Service representative a key to their home located at _____.

Best Friend Errand Service will safeguard Client's key(s) in a manner consistent with that of the professional pet/home/errand service industry, which includes tagging and coding key(s) in a manner that offers reasonable protection to Client in the event of loss or theft of key(s). Following the service period, Best Friend Errand Service will securely retain Client's key(s), at no additional charge, for safekeeping until (a) client wishes to engage Best Friend Errand Services' service in the future or (b) Client contacts Best Friend Errand Service to arrange repossession of key(s).

Please choose one of the following key return options below:

- 1) _____ I would like Best Friend Errand Service to keep my house key for convenience and future use.
- 2) _____ I would like Best Friend Errand Service to return my house key no later than (3) days upon my return home.

Client agrees to disclose the name and phone number to Best Friend Errand Service of any other person(s) who have a key or other access to their home. IF IT IS LATER DISCOVERED THAT OTHER(S) POSSESS KEY(S) OR OTHER ACCESS TO CLIENT'S HOME, Best Friend Errand Service CANNOT BE HELD LIABLE FOR ANY DAMAGES OR LOSS TO CLIENT'S PROPERTY.

Other individuals who have a key or other access to Client's home: _____

IMPORTANT: Best Friend Errand Service will not agree to leave your house key on a counter in your home on our last visit. Because of possible return delays or involvement in an accident, your home and pets would be left neglected. The safety of your home and pets are our top priority while you are away. This policy will give peace of mind to both Best Friend Errand Service and Client should arrival to home be later than expected. WE WILL NOT LEAVE KEY(S) UNATTENDED AT CLIENT'S HOME.

If you would like Best Friend Errand Service to return your house key after your return, you will be asked to sign below confirming that your key has been returned. Unless Best Friend Errand Service is authorized to keep a copy of Client's key(s), Client will be required to sign and date a new Key Release form upon every service requiring key(s) to Client's home.

Key Pick Up

Client Date Best Friend Errand Service Date

Key return There is no charge to return your house key; however, we will only return your key to the owner or owner's representative. Upon request to Best Friend Errand Service to return house key, if Client is not available, Client authorizes _____ to accept the key.

Client Date Best Friend Errand Service Date