[Your Business Name]
[phone] · [email] · [address]

Pet Sitter Key & Home-Access Log

For pet-sitting businesses — the restricted record of client keys and access: received, held, transferred and returned, by coded reference only.

Document details

Client reference: _____

Booking reference: _____

Record prepared by: _____

Date prepared: _____

Record classification: Confidential — Restricted Access.

1 · Client & access identification

Client name: _____

Service address (restricted record only):

_____

Key reference: _____

Lockbox reference: _____

Alarm reference: _____

Key identification description: _____

Approved access period: _____

Approved personnel: _____

Access method

- ☐ Key
- ☐ Lockbox
- ☐ Door code
- ☐ Alarm
- ☐ Other

2 · Key custody register

Date	Time	Key ref	Transfer (received / issued / returned / transferred)	Released by	Received by	Condition	Signatures / initials	Notes

3 · Home-access credential record

Access type: _____

Reference identifier: _____

Restricted storage location / reference:

_____

Authorised access holder: _____

Access start date: _____

Access end date: _____

Date access revoked: _____

Confirmed by: _____

- ☐ Instructions stored separately from this record
- ☐ Credential changed or revoked

4 · Return & closure

Return date: _____

Return time: _____

Returned to: _____

Received by: _____

Key returned

☐ Yes

☐ No

Key condition at return

☐ Good

☐ Missing

☐ Damaged

☐ Other

☐ Alarm / access permission ended

☐ Client notified of return

Closure notes

_____

_____

5 · Security notice

Never write full alarm codes on this record. Never attach a client's full address to a physical key tag. Use a coded reference that is meaningful only within the restricted business record. Do not share keys or credentials with unauthorised persons. Report lost, stolen or compromised access items immediately. Revoke temporary access after the booking ends.

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