

FREE / ONE-PAGE CHECK

Before you hand over the key

For a friend or neighbor making agreed home check-in visits. Write answers together.

1. Who is going, and exactly when?

Agree dates, local time windows and the person for each visit.

2. What does DONE mean?

Write a location, action and completion check for each task.

3. What happens if a task cannot be done?

Agree whom to tell, how to record it and who takes the next step.

4. Who handles a missed visit or delayed return?

Name the backup and confirm any extra visit; do not assume coverage.

5. How does the arrangement end?

Confirm last visit, unresolved items, access return and owner acknowledgment.

Keep access codes and key locations in your separately agreed private channel. This sheet does not replace pet-care instructions, emergency arrangements, insurance requirements or a professional home inspection.

Example: "Visit Oct 10, 4-6 pm; Morgan; collect mail into the labeled tray; send an update." A planned visit is not a completed visit.