



House Sitting Key Management Checklist

BEFORE THE SIT

- ☐ Confirm number of keys provided (house, garage, mailbox, gates)
- ☐ Ask about spare key location(s) and access procedure
- ☐ Obtain emergency contacts with key access (neighbours, family)
- ☐ Review homeowner's instructions for lost keys or lockouts
- ☐ Test all locks and keys on day one to ensure they work
- ☐ Agree on communication method (phone, WhatsApp, email) for emergencies
- ☐ Clarify permission to call locksmith if needed
- ☐ Store keys securely on your person (lanyard, pouch, clip)

DURING THE SIT

- ☐ Keep keys with you at all times — avoid leaving unattended
- ☐ Double-check doors and locks when entering or leaving the house
- ☐ Immediately report any lost or misplaced keys to homeowner
- ☐ If locked out, follow agreed protocol (contact homeowner, trusted contacts)
- ☐ Note any lock or key issues and inform homeowner promptly
- ☐ Avoid sharing keys with others unless authorized
- ☐ Keep spare key in secure location if provided (lockbox, neighbour)

AFTER THE SIT

- ☐ Return all keys to homeowner as instructed
- ☐ Report any lost or damaged keys and assist with replacement if needed
- ☐ Share feedback on key management and security for future sits

PRO TIP

Use a key tracker (Tile, AirTag) if homeowner permits — it can save a lot of stress!