**

**Pet Visits | Walks | Hotel | Pet Visits | Grooming | Daycare | Manners**

**NEW YORK DOG NANNY - APPLICATION FORM**

***Dog’s Information***

*Dog Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Breed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Weight: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_*

*Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SPAYED, NEUTURED or UNALTERED*

*Veterinary Clinic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Vaccinations + BehAvior History***

*Please note that all vaccinations must be up to date (required upon check-in) for Rabies, D2HPP and Bordetella/Kennel Cough (within 6 months per NY State Law)*

**INSTRUCTIONS FOR EXTRA SERVICES (Pick-Up / Drop-Off)**

*Key location: Doorman\_\_\_\_\_\_\_ Will Leave 2 sets with NYDN:\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Where should we leave your dog?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(bedroom, kitchen)*

***OWNER’S INFORMATION***

*Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City: \_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_\_*

*Emergency Contact* (CANNOT BE OWNER)

*Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***PAYMENT INFORMATION (REQUIRED-Visa, Discover, MC)***

Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expire Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code: \_\_\_\_\_\_\_

Tip Amount (Optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (will be applied to each bill, after services)

***NEW YORK DOG NANNY****: Client Service Agreement*

***TIPS + NON-COMPETE***

* *New York Dog Nanny is recognized as a professional pet service provider and I understand that it is customary to tip between 15-20% for all services rendered.*
* *I appreciate, respect, and understand that New York Dog Nanny goes through extensive hiring, background check, and training processes to bring the most qualified professionals to care for my pet(s). I agree to not hire or schedule or contact any of the staff members I’ve met through the company during or after services rendered for a minimum of 1 year after services or staff is terminated, whichever is longer.*

***HEALTH*** */* ***BEHAVIOR***

*I understand that NY DOG NANNY reserves the right to refuse training, services, or use of the facility for dogs who, in its sole determination, are unhealthy, act aggressively, are undisciplined, or who may be otherwise a danger to themselves or other animal users.*

* *Proof of current vaccinations must be on file for DHPP, Rabies, and Bordetella.* ***Please note, NYS law requires dogs that visit daycare facilities to*** ***have Bordetella re-administered every 6 months.*** *It is* ***the client’s responsibility*** *to ensure their pet is up to date and gives permission to NYDN staff to bring pets to the vet to stay current on shots.*
* *I acknowledge that I take responsibility for, and will not hold NY DOG NANNY liable for, any injury, illness or ailment which my dog may incur while in the presence of other dogs at the facility or otherwise.*
* *All dogs must* ***wear a harness or properly fitting collar*** *at all times to ensure safety of all dogs, if one is not provided at time of service commencement, one will be provided at owner expense of $6.95.*

***DAYCARE***

* ***Full day dog daycare guests under the age of 1 are fed owner provided food at lunch time.***
* ***Please bring pre-packaged food in a zip-lock bag at check-in each day. If we are providing pick up services for your pet, we can hold your dog’s lunch supply beginning on Monday for 1 week at a time only.***

***VETERINARY CARE / VET RELEASE***

* *If my dog becomes ill or if the state of my dog’s health otherwise requires professional attention, NY DOG NANNY, in its sole discretion may engage the services of a veterinarian, administer medicine, or give requisite attention to my dog.*
* *I give my consent to NY DOG NANNY to act on my behalf in obtaining emergency or any other care at my own expense if deemed necessary by NY DOG NANNY or any of its staff.*

***Please Note:*** *If vet services are needed we use our recommended vet, Murray Hill Pet Hospital, Dr. Dan. There is a vet visit fee: $15.00, which will be applied to your invoice, including final vet bill.*

***PAYMENTS / CREDIT CARDS***

* *I authorize NY DOG NANNY to maintain my credit card* *information on file and charge for purchases and services either at the time a reservation* *is made, a package is purchased, or my dog is checked into NY DOG NANNY for service.*
* *I also authorize NY DOG NANNY to use my credit card to charge me for any late fees or* *additional fees resulting from my dog’s stay with NY DOG NANNY at the conclusion of rendered*
* *I agree to pay the rate for the daycare, boarding, grooming, training and all* *other services provided by NY DOG NANNY after receiving an invoice (if any).*
* *I acknowledge and agree that NY DOG NANNY will decline services to my dog if I have any overdue unpaid* *balance resulting from services rendered.*
* *Due to safety and staffing purposes, NY DOG NANNY reserves the right to charge a late fee* *for pick-ups from the daycare or boarding after closing hour. ($5 fee per 15 min). Max wait time 30 mins then boarding rates will apply.*
* *All clients must supply a valid credit card to be kept on file. Failure to pay invoices within 1 month will result in client invoices sent to collections.*
* *All Sales are Final. No refunds will be given except under extenuating circumstances determined by management.*

***HOLIDAYS FEES & HOURS:***

* Thanksgiving, Christmas, New Year’s Day, Labor Day, Veterans Day, Fourth of July, Memorial Day are subject to $10/day Holiday Weekend Fee.
* CLOSED to public: Christmas Day, New Year’s Day, Fourth of July, Thanksgiving Day.
* Weekend Hours (10am-5pm): Christmas Eve, New Year’s Eve, Labor Day, Fourth of July, Memorial Day.

***REfunds***

*All Sales are final.  Packages are put on auto-renew unless specified otherwise. ALL Packages are non-refundable and non-transferable.*

***packages (daycare, Grooming, Boarding)***

*All packages are put on auto-renew unless specified otherwise. All Packages are non-refundable and non-transferable.*

* *10, 15, 20 daycare packages are valid for 3 months from purchase date And ARE SET TO AUTO-RenEW. 30 day daycare package is valid for 6 months from purchase date.* ***All packages are put on auto-renew unless specified otherwise. All Packages are non-refundable and non-transferable.***
* *boarding packages do not include holiday fees which are $10/day over the holiday weekend and valid 1 year from expiration date unless otherswise specified.* ***Dogs boarding more than 5 days must pre-pay for first 5 days. All Packages are non-refundable and non-transferable.***

***LIABILITIES***

* *I specifically represent that I am the sole owner of my dog, free and clear of all* *liens and encumbrances.*
* *This contract contains the entire agreement between the parties. All terms and conditions of this contract shall be binding on their spouses, heirs, administrators, personal representative, and assignees of me, and NY DOG NANNY.*
* *Any controversy or claim arising out of or relating to this contract, or breach thereof, or as a result of any claim or controversy involving the alleged negligence by any party to this contract, shall be settled by arbitration in accordance with the rules of the American Arbitration Court having jurisdiction thereof. The arbitrator shall, as a part of his/her award, determine an award to the prevailing party of the costs of such arbitration and reasonable attorney’s fees of the prevailing party.*
* *By signing this contract and leaving my dog with NY DOG NANNY, I certify the accuracy of all the information I have provided to NY DOG NANNY relating to my dog.*

**NEW YORK DOG NANNY – DOG WALKING/PET VISITS/PICK-UP/DROP OFF POLICY**

* All cancellations must be made by 6:30pm to the company info@newyorkdognanny.com NOT the walker by the previous evening to avoid the full cancellation charge which is the cost of the walk or pet visit.
* All changes to schedule, additional walks, and cancellations must be emailed in to info@newyorkdognanny.com. Contacting the walker is discouraged to promote work-life balance for staff.
* Bank Holiday walks are automatically canceled. Christmas, Thanksgiving, New Year’s Day, Labor Day, 4th of July, Veterans Day, Memorial Holiday walks/pet visits are an additional $10 per walks/visit.
* Holiday Weekend Boarding Fee of $10/day applies during Martin Luther King Jr. Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day observed, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Eve & New Year’s Day.
* All checks for payment must be mailed to **126 Lexington Ave, 2nd Fl, NY, NY 10016** **to written out to New York Dog Nanny**. Checks made out to cash will NOT be accepted.
* Due to inclement weather or other emergencies walk/visit times may be earlier or later than the agreed upon 2-hour window as well as possibly shorted to a bathroom break for the safety of the dogs, and the walker.
* I understand that in order for my dog to be walked/pet visits to occur that I will not necessarily to be able meet each and every staff member.
* I understand that if I do not supply 2 working copies of my keys, that a second copy will be made and charged to my account for the price of the key as well as at $15 convenience charge per visit until the keys work properly.
* After two weeks of walks/the second visit, I will provide NYDN with two sets of copies of my keys.
* I am responsible for delivering the keys to the store during business hours for my pet visits: 126 Lexington Ave, 2nd Fl. New York, NY 10016.
* I am signing for repeat services (walks/pet visits/ drop offs/pickups). If I change my schedule more than two times per week, there will be no credit for each of the additional changes and I may be subject to the a la carte rate.

**X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Parent’s Signature*