



**Concierge Maintenance Program**

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Emergency Services:

- 24-Hour On Call Emergency Services (Upon Request)
  - ★ Respond to Security or Fire Alarms
  - ★ Respond to Plumbing, Electrical, HVAC or Cable Emergencies

Weekly Unoccupied Residence Security Checks:

- Check Interior and Exterior Perimeter of Property
- Inspect All Rooms, Checking & Securing All Windows and Doors

Weekly Interior Inspections:

- Check Internal Temperatures / Thermostats, Electrical Panel, & Refrigeration
- Reset Clocks (Seasonal)
- Check Mechanical Systems - Heating, Air Conditioning, Hot Water

Weekly Exterior Inspections:

- Pick up Mail, Packages, Newspaper and Flyers Left at Doors
- Check for Storm Damage
- Check for Pest / Wild Animal Entry
- Confirm Performance of Seasonal Exterior Maintenance (Lawn Services, Snow Plowing, Etc.)

**Additional Services\***

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- Handy Ma'am Carpentry / Repairs
- Contact Trusted Vendors for Emergency Maintenance
- Provide Access and Supervision to Maintenance & Repair Vendors
- Home Winterization
- Seasonal Storm Preparation

**Rates**

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Monthly Interior & Exterior Concierge Maintenance Program .....	\$275.00
Monthly <u>Interior Only</u> Concierge Maintenance Program.....	\$150.00
Monthly <u>Exterior Only</u> Concierge Maintenance Program .....	\$150.00
Weekly Interior & Exterior Concierge Maintenance Program.....	\$295.00

\* *Additional Services ARE NOT included in the Concierge Maintenance Program and will be invoiced on a time & materials basis unless otherwise agreed upon.*

\* *All maintenance / repair vendor costs are the sole responsibility of the homeowner and will be invoiced directly. Homeowners are required to pay invoices within the terms of the specific vendor.*