

### Naples and Marco Island, FL (239) 572-2025 · (239) 293-0683

239homeservices.com

HOME WATCH SERVICE CONTRACT

# Client contact & billing information

### Client: Address: City, State, Zip: Telephone (Primary): Secondary: Cell # 1: Cell # 2: Email: Fax #:

COVERED PROPERTY INFORMATION

Address: City, State, Zip: Telephone (local): Alarm Company: Telephone: Security System Settings: Pass Code(s): Security System & Entry Instructions:

Garage door and/or keypad codes

Type of heating: Gas Oil Electric

Service Provider: Telephone: HVAC System: Heating/Cooling Settings: Light Timer Settings:

Inside:

Outside: Irrigation Settings:

Additional Information &Instructions:

**PREFERRED SERVICE PROVIDER CONTACT INFORMATION**

Plumber: \_ Phone#: Electrician: Phone#: Pool Company: Phone#: Pest Control: Phone#:

Landscaper: Handyman:

Phone#: Phone#:

**LOCAL CONTACT INFORMATION**

(Person(s) with access to your home if any)

Name: Telephone #: Additional Information:

**EMERGENCY NOTIFICATION**

Should damage, Illegal activity or general concern arise, and the owner cannot be contacted, the following person(s) should be contacted for recommended action and/or authorization. Should this person be unavailable we will make a best attempt to temporarily repair/stabilize the situation at the homeowner’s expense.

Contact: Address: Telephone Number(s):

**FEE SCHEDULE**

**BASIC SERVICES INCLUDE:**

# Exterior Inspection list:

Ensure all entrances are secure; visual check for evidence of forced entry, vandalism, theft or damage; check outside faucets and hoses for leaks; removal of newspapers, flyers, packages, mail and other evidence of non-occupancy; visual inspection of roof & gutters from the ground; visual inspection of yard/landscaping to assure regular maintenance; check that irrigation clock/system reflects accurate time.

# Interior Inspection list:

Inspect for signs of theft, vandalism, damage or other disturbance; check that all windows and entryways are secure; check security system is set and working properly; check inside lighting timers set accordingly; visual inspection of all HVAC serviced areas for signs of pest or unusual insect activity; note any unusual odors; visual inspection of walls, ceilings, windows, tubs, showers for evidence of water damage, leakage, mold or mildew; check that thermostat is set at correct temperature; check that freezers, refrigerators & disposals are working; visual check of hot water heater & A/C pans; replace batteries in smoke detectors ; check fuse box for tripped breakers or evidence of power surge; reset clocks & timers as needed.

## Per Visit Fee Schedule:

**Weekly: $200.00 Twice Monthly: $100.00 Once Monthly: $75.00**

**Start Date: End Date:**

# ADDITIONAL SERVICES BY REQUEST:

## Meet Service Providers/Deliveries: $55.00

Extended visits charged at $25/hour

## Closing Services: $175.00

Empty perishables from the refrigerator, empty and turn off icemaker, close blinds, set HVAC system to away settings, unplug electrical items, turn off water at house, unplug or turn off breaker to the water heater, shut off valves to toilets, unplug washer & dryer, bring in containers and check security of doors and windows.

## Opening Services: $175.00

Turn on electric breakers, turn on all water mains, turn on water heater and ice maker, plug in electrical items, adjust A/C, open blinds, freshen toilets. Contact cleaning service if requested.

## Emergency Services: $150.00

If you would like Emergency Response Services, please notify your alarm company that 239 Home Services is a key holder and not a security company. As such, we will respond to alarm notification in as timely a fashion as scheduling permits.

Service call charges include property inspection after alarm notification and rearming system. Owner will be notified if there are any visible signs of intrusion or damage, and will be sent an email report.

## Pre – Storm & Post – Storm Inspections: $100.00 plus $45 hour

239 Home Services will send out an alert email if there is a Tropical Storm or Hurricane Warning for the area. At your request we will check on your home pre-storm, ensure that all furniture is inside, all shutters are down and perform any special

requests for your property. Post-storm, 239 Home Services will inspect your property, look for visible signs of damage, take photos and send a detailed report to owner.

**Key Management: $50.00 Annual Fee**

Store and release keys to contractors per owner’s permission.

**INSPECTION REPORTS:** 239 Home Services shall transmit Inspection Reports of property to client after each inspection with appropriate comments.

**PURPOSE OF AGREEMENT:** The purpose of this agreement is to state the duties and obligations of 239 Home Services and the client as well as to specify the respective care and handling of the home and/or other services client desires. The referenced home information is fully described within the Contract and said information is necessary for service commitment.

**SAVE HARMLESS AND INDEMNITY:** The owner/homeowner hereby agrees to indemnify and hold harmless 239 Home Services it’s agents, representatives and employees from any and all liability that may result from all damage suits or claims in connection with the provision of the services described within this Agreement, and from all liability for injuries to persons or property suffered or sustained by any person whomsoever, and to carry adequate homeowner’s insurance to protect the interest of parties hereto.

**DAMAGES OR MISSING ITEMS**: 239 Home Services will not be held responsible for any damage to the property or items missing, switched out, lost, damaged or stolen under any circumstances including but not limited to theft, vandalism, negligence of invited or uninvited individuals, or acts of nature.

**TERMINATION:** Either party may terminate this Service Contract with 30 (thirty) days written notice. Upon cancellation, 239 Home Services shall return all keys, gate passes, codes, and openers to Client and Client shall submit all fees due and payable to 239 Home Services within 10 (ten) days of receipt of termination notice.

**GOVERNING LAW:** In the event any claims and/or disputes arise from this transaction said dispute shall be governed by the laws of the State of Florida. The parties agree that if legal procedures are necessary to ensure the provisions of the Agreement, the prevailing party shall recover their reasonable legal fees.

## AUTHORIZATION AND APPROVALS:

All parties confirm the Service Contract provided by 239 Home Services and the information provided by the client is understood and agreed upon.

Inaccurate or incomplete information is the responsibility of the client and will void all responsibility of said services.

This document confirms the approval for limited access to the client’s property for the home monitoring services.

Any emergency will be handled as detailed in this form set with charges due upon per agreed conditions.

**CONFIDENTIAL INFORMATION:** We at 239 Home Services respect our clients’ confidential information and privacy. The information collected on this form will only be used by representatives of 239 Home Services on an as- needed basis and will NEVER be made available to, rented or sold to third parties.

# ADDITIONAL INFORMATION

Every effort will be made to oversee your home, but 239 Home Services cannot protect from break-in, mechanical systems failure, vandalism or other acts of nature. We do not anticipate problems, but we will do our best to immediately inform you of any instances should they occur.

Should any unexpected home fees or costs be incurred, 239 Home Services will contact client for approval. These costs will be shown as a separate line item on your invoice. We understand emergencies arise and we will be as accommodating as possible to meet such requests.

239 Home Services does not perform repairs, nor does 239 Home Services hire contractors on the property owner’s behalf to

perform repairs.

Keys, passes, codes, openers are required at the signing of the Service Contract.

Surcharges for lengthy travel times/distances may be applicable and would be discussed and agreed upon on a case by case basis.

239 HOME SERVICES REQUIRES A SERVICE CONTRACT FOR ALL SERVICES TO ENSURE A COMPLETE UNDERSTANDING OF ALL SERVICES EXPECTED. THIS CONTRACT MUST BE SIGNED BY THE CLIENT AND OR HOMEOWNER(S) BEFORE ANY WORK CAN BEGIN.

PROPERTY OWNER BILLING BY 239 HOME SERVICES IS DONE ON A RECURRING, MONTHLY BASIS VIA ELECTRONIC FUND TRANSFER. ADDITIONAL SERVICES PERFORMED BY 239 HOME SERVICES WILL BE BILLED SEPARATELY. DETAILS REGARDING BILLING MONTHLY BILLING WILL BE MADE AVAILABLE SEPARATELY.

I have read, signed and received a copy of this Service contract and understand and except its terms.

|  |  |  |
| --- | --- | --- |
| Date: | Client:  Signature: |  |
| Date: | Client: Signature: |  |

Date: By:

Heather Mastrangelo 239 Home Services



Basic Service List

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* Complete visual inspection of interior & exterior property.
* Inspect windows & exterior doors to make sure they are secure.
* Inspect A/C, water heater and appliances.
* Inspect circuit breaker panels.
* Inspect for signs of insect, rodents and pest infestation.
* Inspect for visible evidence of water damage, mold and mildew.
* Run faucets and flush toilets.
* Run garbage disposal and dishwasher once a month.
* Inspect sinks, showers and toilets for proper function.
* Inspect Lanai and pool servicing.
* Report back to property owner after each visit via preferred contact method.

Concierge Price List

* Shopping & Groceries-$35 per hour (1HR MIN), plus cost of items.
* Meet Service Providers & Repairmen-$45 per hour (1HR MIN).
* Opening and Closing Residence-$175 per visit.
* Package Pick Up-$35 per visit.
* Take Trash/Recycling Bins In/Out-$35 per visit.
* Mail Forwarding-$10 + cost of postage.
* Pre-Storm/Post-Storm Home Checks-Call for Pricing.
* Fulfill any additional requested task. (Additional fees apply and will be discussed on a case by case basis)