**Property Management Services to be Performed by BH Luxury Development:**

As the Property Manager, we agree to perform the following duties and responsibilities with regards to your Property to ensure it is in pristine condition at all times by either performing or hiring the necessary personnel to complete all essential maintenance and repairs that are needed.

1. Our Services Include:
	1. Regular Property Visits, Walkthroughs, & Inspections
	2. Vendor Management
	3. Project Management (Home Addition, Remodeling, Major Renovation)
* Per Home Visit / As Needed Maintenance & Installation:
	+ General home check for temperature, security, odors, flooding/leaks (pipes, water heater), draining issues, electrical appliance issues, interior and exterior (foundation, landscaping, concrete & asphalt) home issues, insect/animal issues, etc.
	+ Check and replace household light bulbs.
	+ Appliance check and bulb replacement.
	+ Check faucets and drains.
	+ Mail & Package pick up for homeowners when away/on vacation.
* Bi-Annual Spring & Fall Maintenance
	+ Smoke / CM Detector testing and annual battery replacement
	+ Inspect filter and replace as needed (Furnace, Air Conditioning, Water, Vent or Range Fans)
	+ Test sump pump(s)
	+ Propane tank refill as needed
	+ Coordinating 24/7 house emergency related items.
	+ On-Call for all matters relating to home Safety & Security.
	+ Conducting seasonal walkthroughs of the property noting suggestions for improvements and preventative maintenance.
* **Additional Service Fee For:**
	+ Snow Removal (upon request).
	+ Project Management (Home Addition, Remodeling, Major Renovation). For larger projects, a deposit and additional management fee may be required.
* Hiring, Overseeing & Managing Vendors for Home Maintenance & Repairs. Vendors Include (as needed):
	+ Mechanical
	+ HVAC
	+ Plumbing
	+ Electric
	+ Landscaping
		- * Outdoor Sprinkler System & Irrigation
		- Tree Trimming
		- Swimming Pool & Spa
			* Pool & Spa Opening, Closing, Cleaning & Maintenance
		- Exterminator & Pest Control
		- Painting (Interior & Exterior)
			* Full Service, as well as Small Painting or Touch-Up Needs
		- Technology
			* Security System, IT, Wi-Fi, Home Security Cameras & Alarm
		- Window
		- Roofing
		- Generator Maintenance
		- Cleaning Services (Interior & Exterior)
			* Power Washing, Full Home Window Washing, Chimney Cleaning, Carpet Cleaning, & Annual or Bi-Annual Home Deep Clean.
		- Garbage Removal
		- Additional As-Needed Cleanings, Repairs, or Issue Resolutions

Please reach out to me if you have any questions, would like to know more details, or if you would like to enroll in this service.