

EXTERIOR

- Full perimeter inspection for storm or other damage, vandalism, forced entry, or pest/rodent activity
- Verify that all doors, windows, gates, garage doors, and exterior lighting are secure and functional
- Inspect AC units, pool levels/cleanliness, landscape condition, roof and gutters (ground-level evaluation)
- Collect and bring inside all mail, flyers, and newspapers
- Clean and tidy the front entry and ensure patio furniture is placed properly
- Water pots on patios (front/back, if needed))
- Check exterior circuit breakers for any tripped breakers
- Visually inspect landscaping, irrigation, drainage, hose bibs, and all outdoor plumbing/water sources for any signs of leaks
- Confirm that all contracted maintenance is being performed



INTERIOR

- Inspect windows, doors, ceilings, skylights, walls, and floors for water intrusion, leaks, mold, and mildew
- Confirm all windows and doors are locked, undamaged, and show no signs of vandalism or forced entry
- Perform visual checks for insects, rodents, or pest issues
- Run toilets, sinks, tubs, and showers to assure water draining, keep seals lubricated, and odors away
- Check under-sink plumbing and toilets for leaks, mold, or mildew
- Run a quick cycle through the dishwasher, garbage disposal, and washing machine
- Confirm all AC units are operating correctly and that thermostats/humidistats are set per client specifications. Inspect AC filters in homes where ceiling height is less than 12'
- Confirm refrigerators, freezers, and wine coolers are operating at correct temperatures
- Inspect the water heater, R/O system, and soft water system for leaks (including salt levels)
- Test lights, fans, smoke detectors, and carbon monoxide detectors
- Verify garage door openers are secure and functional
- Vehicle start/charge; golf cart start/charge
- Water interior plants (if applicable)



- Pre-arrival home preparation, grocery, and amenity stocking
- Mail forwarding, package acceptance, and shipping
- Errand services
- House cleaning coordination
- Storm and emergency response
- Key-holder services, including contractor or handyman access and oversight
- Additional concierge requests available upon discussion

CONCIERGE