

EXECUTIVE HOME Concierge



Ft Myers • Sanibel • Captiva • Estero • Bonita Springs • Naples • Marco Island

Thank you for choosing Executive Home Concierge.

Simplify and enjoy your life by having Executive Home Concierge take care of all your needs.

One Call to us....

How our service works for you

1. Budgets and billing

Prior to beginning our service we meet with you, discuss your current service providers and determine who you would like to retain or replace. By using our service providers you will be able to take advantage of the discounted pricing we receive. We then prepare a budget for all of your services similar to the sample below. We schedule, coordinate and inspect all of the services. We inspect your home each week when you are not in residence and provide you with a written report of your home's condition. Each month you receive one bill from Executive Home Concierge for all of your services, you write one check to Executive Home Concierge and we pay the service providers. You pay exactly what is charged to us for your services and we do not obligate you to a contract or annual payments in advance. Any additional work such as repairs or non budget services are billed to you at cost plus 10%.

2. Requests for Service

For ANY request please do one of the following:

- a. Send an email to john@executivehomeconcierge.com
- b. Call our office Monday thru Friday from 8:30 AM till 5:00 Pm in FT Myers 239-437-2273 or Naples 239-530-2273
- c. Send a fax to 941-870-7861
- d. In an emergency call John Doran at 239-989-3547

3. Inspections

Each week while you are not in residence you will receive an email from us with a full inspection report detailing your homes operating systems and esthetic conditions. Any unusual or significant issue will be noted. When there are issues that require attention or repairs we will provide you with an estimate from our vendors for your approval prior to the work being done. In the event of an emergency we will stabilize the situation and notify you immediately with a course of action.

4. Arrival

When you arrive at your home from any extended absence (30 days or more) you will find a welcome home report that will list your entire home's service checklist and report of what has been completed prior to your return.

Southwest Florida's Only Full Service Home Care Management Company

15880 Summerlin Road Ste. 300-244 FT Myers, Florida 33908

• FT Myers 239-437-2273 • Naples 239-530-2273 • Fax 941-870-7861

www.executivehomeconcierge.com • john@ExecutiveHomeConcierge.com

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5. Scheduling of work

We strive to schedule all of your home's maintenance while you are not in residence. Some of the maintenance is provided weekly and we cannot avoid service while you may be at your home. We will upon request advise any of our vendors to adjust their schedules around any special events at your home. Services are provided as follows unless otherwise requested:

Weekly Services:

- a. Pool Cleaning
- b. Lawn Cutting & Yard Maintenance

Scheduled Services:

- c. Irrigation maintenance is done monthly at the same time your lawn and yard maintenance is being performed.
- d. Lawn and shrub fertilizing is performed monthly
- e. Annual tree and shrub pruning and trimming are done between September and October depending on the species of plant material at your home.

Scheduled services that require entry to your home:

- f. HVAC service is performed in May and October when most clients are not in residence.
- g. Power washing, interior and exterior window cleaning is performed once a year and is scheduled for the week prior to your arrival for the season or anytime you request. We do appreciate your notifying us as far in advance as possible of your arrival date even if the exact date is tentative as it allows us to schedule the service with the contractor during their busiest season.

When any service is scheduled while you are in residence we will be present for the service work unless you request us not to be there. We do not make weekly inspections while you are in residence however we make periodic inspections to confirm all of your services are being completed as required and to our standards.

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Budgets start at \$6995.00 dependant on services required.

This Sample Budget is based on a home of 5,000 – 6,000 sq. ft. under air with a pool and extensive landscaping.
 Home budgets are tailored to each individual property based on the house size and amenities.

Client - Sample
 House with pool

Monthly
 Cost
 Client

Annual
 Cost
 Client

Service	Monthly Cost Client	Annual Cost Client	Our Service Includes	Service Performed By
Lawn Maintenance	250.00	3000.00	Weekly Yard - Lawn - Shrub/Tree maintenance	Vides Lawn Service
Annual Tree & Shrub Care	66.67	800.00	Annual Tree & Shrub Trimming in October	Vides Lawn Service
Lawn Sprinkler Monitoring			As required does not include repairs	Vides Lawn Service
Ornamental - Shrub	62.25	747.00	Monthly applications for Insecticide, fertilizer, deep root palm injection	Truly Nolen of America
Pesticide Control & Fertilizing			Insecticide, Dry Fertilizer, Pre & Post Herbicide, Iron, Grub, per schedule	Truly Nolen of America
Pest Control Interior - Exterior	35.00	420.00	4 services per year	Truly Nolen of America
Pest Control Rodent	10.83	130.00	Annual cost \$130.00	Truly Nolen of America
Pool Service	95.00	1140.00	Weekly service	Neptune Pools
Power Washing	80.00	960.00	Once per year house, lani, pool deck, driveway and front porch/steps	Blue Skies Window Cleaning
Window Washing	53.33	640.00	Once per year Interior and Exterior - Additional Exterior Wash \$410- per wash	Blue Skies Window Cleaning
Pool Heater Service	3.25	39.00	Once per year	Coastal Cooling
HVAC Service	31.17	374.00	138-first system 118-others per system three units 2 services per year plus filters	Coastal Cooling
Generator Service	33.33	400.00	2 Services per year including one oil/filter change	Molnar Electric
Home Watch	75.83	910.00	26 weeks at 35- per week	Sanibel Home Concierge
Home Management	140.83	1690.00	52 Weeks at 32.50 per week	Sanibel Home Concierge
Appliance Service & Repairs		0.00	No member fee (\$39.00) Service Call of \$89- waived if repair is made	Mr. Appliance
Auto Service - Airport Service		0.00	\$50.00 per service per car	Sanibel Home Concierge
Shipping/Receiving		0.00	Included	Sanibel Home Concierge
Special trips to the house		0.00	Included	Sanibel Home Concierge

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