

MILANO HOMES CYPRUS

## PROPERTY MANAGEMENT & MAINTENANCE SERVICES

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### **Management packages**

- 1.** We will go to your property once a fortnight to check all is okay. Run water in sinks and flush toilets to ensure they do not dry out. Make sure house is secure and no problems have occurred there. Check pools and garden are cleaned and being maintained if appropriate a report will be emailed to you once a month.
  
- 2.** Check your property. Run water in sinks and flush toilets to ensure they do not dry out. We will pay any utility bills only if you have left a retainer with us for this purpose. Check pools and garden are clean and being maintained if appropriate a report will be emailed to you once a month.
  
- 3.** We can arrange to have your property cleaned if you decide you or friends are coming out as long as 4 ( Four ) days' notice is given by email where possible. We do understand there could be a last min arrival and we would try to accommodate this but do not promise.
  
- 4.** Arrange gardeners. Or should you wish garden cleaned once or on a regular time frame. Price will be given on viewing garden.
  
- 5.** Can arrange pool maintenance for you. This would be once a week in the winter months and twice a week in summer months. Price would include the pool chemicals. Not the cost of water top ups for pool, this would be extra. Along with any repairs or deep cleans, filters needing changed this would also be an extra charge. Viewing of pool is required before able to give price

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**6. Holiday Rentals.** We can provide a Holiday maintenance Service. Should you decide to rent your property on a holiday let system, we are able manage this for you. Arrange to have the villa clean for guest's arrival. All beds required will be made up and clean linen left, outside chairs & sun umbrella can be put out. We can provide any welcome packs if required and have these placed in the property ready for when the guest arrives.

the cost of welcome pack will have to be paid to us either by owner or the guest, a receipt of the cost of each welcome pack once purchased will be provided, please note this is just a small welcome pack . It is basically milk.

Bread. Sugar. Coffee. Tea, Bread. Cheese. Eggs, maybe wine or beer. Really the welcome pack is just to get guests through the night until they go to the shops them self. We do not do weekly shops.

We can also advertise and look after any website holiday calendar for you arrange when guests would arrive and depart your property, a report at the end of guests stay of any damage or no damage done can be provided to owner by email ,should you have to return any deposit to the guest after their stay. We are also able to provide your guest with a price should they wish to rent a car hire and arrange any airport transfers, The guest will have to pay the cost for this service should they book and pay on their arrival. We strongly recommend that you have a Key box located outside your property so that the guest can enter the property on their arrival; we are able to provide a meet and greet service in day time hours, Should the guests arrive outside these hours, we will call the next day. We will only go to the property (ONCE) while guests are staying. if we are called back then we will have to charge a call out fee each visit after that

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**6. Emergency number** for us will be left in property should something need sorting in your property while guests are there. If something should happen, we can arrange to take any workmen to the house get a quote and have work done. I.e. maybe cooker or fridge breaks down or some needs sorting or a plumbing problem encores, the cost for any work done will be paid by yourself once you agree. Our call out charge will also come into effect should we have to go to the property. This also gives peace of mind for you as owner and for the guests staying

## **NOTES**

Call outs Any other call out to your property for any reason other than Meet & Greet when guests are staying there will be at an extra charge to the owner for each visit at the agreed amount. Of £25.00.per visit.

Spare keys to your property will be held in our office. And can leave one or two if required sets of keys in the key safe box at property. Extra keys cut will be charged to the owner. In the event a guest should lose the keys .charges for new keys to be cut are charged to the owner. Any problem that needs repairs will have to be paid by owner.

Cost of this service would be **£100.00** per month,we can also arrange car hire,and airport transfer.

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