



List of all services

Management

- An extensive range of property inspections in relation to your home and complying with second home insurance policies.
- We will check your home once a week as a keyholder. Including a room by room check for signs of leaks etc or other faults that may require immediate attention.
- We can take a video around the property (if required) and send this to you which will keep a record of checks on your home with attention to drains, gutters, roofs in extreme weather.
- Should there be an adverse weather forecast we will check your property after the storm(s) have gone through to ensure that all is ok.
- Check electric gate monthly to keep working if no owners staying in the month. (If applicable).
- Water and meter readings forwarded onto you as necessary.
- Post collected, scanned and forwarded to you.
- Household plants watered if required.

Contractors

- Manage contractors and third-party suppliers.
- Liaise with local trusted tradesmen and suppliers.
- Organise a window cleaner (and gutter cleaning if required).
- Organise a gardener.
- Coordination of oil deliveries and levels (automatic top up recommended).
- Liaising with housekeeper.
- Liaising with linen company for drop off and collection.
- Advising bin company when to collect waste and to organise cleaning of bins when required.
- Source and provide Welcome pack/hampers for weekly incoming guests if required.

Winter jobs

- Garden furniture to put inside end season and brought out again for Easter.
- End of season check cutlery, kitchen equipment, glasses etc and advise if any required.
- Organise for a decorator to come in with your paint spec etc.
- Organise oven cleaning.
- Organise sofas / carpets / headboards to be cleaned by tradesmen.
- Organise pressure washing.
- Organise deep clean - communication with housekeeper.

Annual (if required)

Arranging

- Electric boiler service
- Twice year Aga servicing and annual boiler servicing
- Fire annual inspection
- Chimney sweep and log burner sweeping
- Fire inspection to ensure your fire blanket, smoke alarms and fire extinguishers are working properly. Should you require a full risk assessment carried out on your property we can organise a fire service company to do this on your behalf.
- Check carbon monoxide if property has a fire, gas supply or oil boiler.

Out of hours

Should out of hours be required for the property an extra charge will incur for this service.