

The Carpenter Craftsman, LLC
Charles F. Bearden, II, USMC Veteran
919-412-8467

Home Watch/Property Management Service Contract

Client Contact & Billing Information

Client:

Address:

City, State, Zip:

Telephone (Primary): _____

Secondary: _____

Cell# 1: _____

Cell #2: _____

Email: _____

EMERGENCY NOTIFICATION

Should damage, illegal activity, or general concern arise and the owner cannot be contacted, the following person(s) should be contacted.

Contact:

Initial _____ Initial _____

2.

COVERED PROPERTY INFORMATION

Address:

City: _____ Zip: _____

Telephone (Local): _____

Alarm Co: _____ Telephone: _____

Security system settings: _____

Pass Code(s): _____

Security System & Entry Instructions:

Type of Heating: _____ Gas _____ Oil _____ Electric

Service Provider: _____ Telephone: _____

HVAC System: _____

Air Settings: _____

Light Timer Settings: _____

Inside: _____ Outside: _____

Irrigation Settings:

Initial _____ Initial _____

3.

SERVICE PROVIDER CONTACT INFORMATION

Insurance Agent: _____

Phone: _____

Plumber: _____

Phone: _____

Electrician: _____

Phone: _____

Pest Control: _____

Phone: _____

Landscaper: _____

Phone: _____

Carpenter: _____

Phone: _____

Pool Company: _____

Phone: _____

PURPOSE OF AGREEMENT: The purpose of this agreement is to state the duties and obligations of The Carpenter Craftsman, LLC and the client as well as to specify the respective care and handling of the home and/or other services client desires. The referenced home information is fully described within the contract and said information is necessary for service commitment.

Initial _____ Initial _____

4.

CONCIERGE SERVICES: _____ pick up packages _____ pick up laundry _____
_____ flowers on arrival _____ start cars weekly _____ pantry stocking _____
_____ mail collecting _____ mail forwarding _____ pet care _____

SAVE HARMLESS AND INDEMNITY: The owner/homeowner hereby agrees to indemnify and hold harmless The Carpenter Craftsman, LLC and employees from any all liability that may result from all damage suits or claims in connection with provision of the services described within this agreement, and from all liability for injuries to persons or property suffered or sustained by any person whomsoever, and to carry adequate homeowners insurance to protect the interest of parties hereto.

DAMAGES OR MISSING ITEMS: The Carpenter Craftsman, LLC will not be held responsible for any damage to the property or items missing, switched out, lost, damaged or stolen under any circumstances including but not limited to theft, vandalism, negligence of invited or uninvited individuals, or acts of nature.

TERMINATION: Either party may terminate this service contract with 30 (thirty) days written notice. Upon cancellation, The Carpenter Craftsman, LLC shall return all keys, codes, and openers to client and client shall pay any fees due within 7 days. Every effort will be made to oversee your home but The Carpenter Craftsman, LLC cannot protect from vandalism or other acts of nature. We do not anticipate problems, but we will do our best to immediately inform you of any instances should they occur. Should any unexpected home fees be incurred, The Carpenter Craftsman, LLC will contact the client for approval.

Initial _____ Initial _____

5.

The Carpenter Craftsman, LLC will require a contract for any work done by subcontractors. You will arrange to pay any subcontractors directly. If you hire us to perform any handyman work on the premises, we will send you a bid by email for that work, which you will sign, scan and return to confirm acceptance. A credit card is required to buy all supplies. The remainder will be due by that same CC or you may auto deposit to our Wells Fargo account.

BILLING: a flat fee of \$395/month is due on the first of each month. You will auto deposit funds directly to our Wells Fargo account.

I HAVE READ, SIGNED, UNDERSTAND AND accept the terms of this contract.

Inspection Reports: An inspection report will be generated after each visit. This report will be sent on the day of inspection. This report will be transported by email.

Preferred Email address: _____

Client/Homeowner(s): _____

Date: _____

Calls for those using our home watch services are answered 24 hours a day, every day of the year.