



**exclusive**

**property management and holiday rentals**

Quinta do Lago - Vale do Lobo - Almancil Area

Algarve - Portugal

## Our Services

### VILLA MANAGEMENT SERVICES

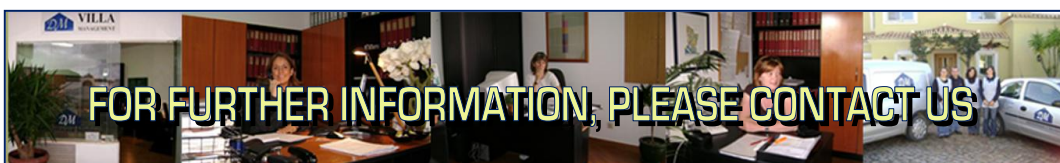
- General supervision of the property.
- Insure that villa is well cleaned and that all furniture is in place and all villa equipment is in working order.
- General check up of villa equipment before arrivals - check telephones, faxes, TV, air con etc.
- Close up villa after departure, switch off any heating and keep all garden furniture away.
- Switch on all heating including pool heating on request.
- Supervision of maid service, gardener + pool cleaner.
- Organization of maid service charged per hour as per our price list. We suggest 4 to 6 hours maid service a week when the house is not occupied and in case of rentals 4 hours daily 6 days a week. If owners are staying, maid service as requested.
- Emergency maintenance service.
- Organization of small maintenance works.
- Supply of quotations for repairs or purchases required.
- Organize telephone or electricity connections or upgrades.
- Organize any quotes for furnishing decoration, painting, electric gates, TV's, Hi-Fi, etc.
- Help with any decoration works, follow up any subject regarding the villa.
- Garden maintenance + Pool cleaning as per quote depending on size.
- General Inventories.
- Payment of bills related to the property and organization of accounts related with the property.

### GENERAL WELCOMING SERVICES

- Organization of Car rentals.
- Organization of Baby Sitters.
- Organization of Food Packs as per clients request
- Organization of Catering Services as per clients request
- Restaurant reservations.
- Reservations of sporting facilities.

### PROPERTY RENTAL SERVICES

- Promotion of the property.
- Organize rental charts.
- Welcome clients to villa.
- Organize taxi services to pick up clients from the airport if needed.
- Organize food parcels if required.
- Organize maids to have villa ready and for maid service during rental.
- Organize car rental for clients if required.
- Supervise villa during rental period.
- Assist clients during their stay.
- Check villa after departure.



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