



Villa Management & Rentals

Diana Moura - Administração de Propriedades, Unipessoal Lda.  
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### Villa Management & Concierge Services

- Weekly General supervision of the property.
- Insure and check that villa is well cleaned and all furniture including Garden and Terrace Furniture is in place Before Arrivals, including attention to detail.
- General checkup of all villa equipment including Boilers, Air conditionings, Wi fi Cinema, Lift, Gates and inter-come, BBQs, Pool Cover, Etc. Before Arrivals
- On Departure Close up villa and make sure Alarms are On. Switch off any heating and make sure all Outside Furniture is Kept away or covered for Protection.
- Checking of property immediately after any storms or strong rains
- Switch On /Off all heating including pool heating on request and before arrivals
- Weekly Supervision of Maid Service, Garden & Pool Maintenance having in mind always Special attention to Detail.
- Organization of maid service charged per hour as per our price list. Agreed maid service according to size of the villa when the house is not occupied. If owners are staying, maid service as requested.
- Monthly meeting with Gardner and Pool Maintenance to address any issues that might need sorting.
- Organize, follow up and advise on Cleaning of Windows, Glass Protection and any exterior areas with no access to normal maid Cleaning.
- 24 Hours Emergency Maintenance Service for small issues that might occur (charged per hour).
- Organization of small maintenance works as, Change of Light Bulbs, Turn On / Off any Hot water boilers, move any Furniture, (charged per hour).
- Supply of quotations for repairs, purchases or any special services required.
- Follow up any subject regarding on the villa.

- Make sure all Maintenance contracts for Villa equipment are in place and follow up the dates on these Services. Including Lifts, Air -conditioning, Domotic System, Solar Panels, Hot water Tanks, All Existing pumps etc.
- Follow up any subjects / issues related to the villa and keep a close contact with the owners of the Property or anyone responsible at the Owners side.
- Payment of all bills related to the property. Keep a Running House Account and send over periodically updates on Payments related to the property. Ensure and check That all Bills related to the property have proper and Official invoice.
- Ensure that all Insurances needed for the property are in Place.
- Please ensure that the account is always Kept in Credit. We will request any funds needed through a Monthly Account sent to you.
- We Provide a Concierge Service and Welcoming Services, including small arrival shopping .
- Check Utility bills for any over charge and contact the respective department for Information.
- 24 Hour Emergency Mobile Contact

### General Welcoming Services

- Car Rentals / Taxi / Transfers
- Babysitters
- Organize Food Packs / Shopping as per client's request and lists
- Catering Services as per client's request
- Restaurant reservations
- Reservations of sporting facilities
- Any other reservations or requests needed