

VILLA MANAGEMENT SERVICES

- General supervision of the property once a week or if in case of need due to rain storm or bad weather.
- Insure that villa is well cleaned and that all furniture is in place and all villa equipment is in working order (charged per hour as per price list attached).
- General check-up of villa equipment before arrivals - check telephones, faxes, TV, air con etc. - (charged per hour).
- Close up villa after departure, switch off any heating and keep all garden furniture away (charged per hour).
- 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 2 hours maid service a week when the house is not occupied and in case of rentals 4 hours daily 5 days a week. If owners are staying, maid service as requested.
- 24 Hours Emergency maintenance service (charged per hour).
- Organization of small maintenance works (charged per hour).
- 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.
- Payment of bills related to the property and organization of accounts related with the property.
- Follow up any subject regarding the villa.

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.

