



Property Management Services

Services For Home-Watch

Basic Services

- * Check that security systems are operational
- * All windows and doors are operational
- * Visible signs of water leaks around doors, windows, walls and ceilings
- * Signs of leaks in bathroom plumbing and hot water heater
- * Flush toilets and run water in sinks, tubs, and showers
- * Visible signs of leaks in kitchen and utility room plumbing
- * Refrigerator and freezer are cooling properly
- * Curtains and blinds are closed, per request
- * Air conditioning is cooling properly and thermostats and humidistat are set, per request
- * Circuit breaker is set, per instructions
- * Obvious signs of mold or mildew build-up
- * Appearance of insects or rodents
- * House cleaning service is being performed
- * Garage inspection
- * Exterior doors, windows, shutters, furniture, cabinets, structures, and coverings are secure
- * Signs of insect or rodent incursion in trash can area
- * Leaflets, newspapers, or junk mail collected
- * Lawn and landscaping and irrigation services are performing satisfactorily
- * Damage to house or grounds
- * Check phones for dial tones and messages
- * Send inspection / verification reports and digital photographs when appropriate via e-mail

Other Unique Services **

- * Meeting furniture deliveries, inspecting for damage and handling its placement
- * Security alarm contact person
- * Meeting with companies for installations
- * Organizing carpet and flooring installations
- * Organizing home painting of interior or exterior of homes
- * Organizing landscaping
- * Meeting your guests and giving them entrance to your home
- * Organizing and monitoring of satellite systems set up, cable TV, security alarm systems, and electronics
- * Buy groceries prior to arrival
- * Install and/or remove storm panels

Maintenance of Homes **

- We organize and monitor regular maintenance of your home as determined by the homeowner. This may include weed control, landscaping, housekeeping, window washing, carpet cleaning, heat and air conditioning maintenance, and all repairs.
- * Your garaged vehicles: We start vehicles and run them
 - * Trash barrel out and return when needed
 - * Setting up and meet with pest control services

Handyman Service*

Swing Property Management Home Watch Services currently has an "on-call" handyman service available as needed. Work estimates are available.

Housekeeping Services *

Whether you are scheduling a visit to your home, or are just interested in maintaining it, we can organize housekeeping services prior to your arrival and after you leave. Many absentee homeowners take advantage of this service. Some have monthly cleanings. Homes that sit for long periods become dusty and dirty.

* These services are at vendor fees ** additional fees

If you have any questions, feel free to call me at 954-636-4824 or email: info@pms.ms

Sincerely

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