

## Residential Services



Home Checks

Housekeeping

Pre-arrival Preparation

### Our Services *Sit Back...Relax...Enjoy. We'll take care of the rest.*

- **Home Checks**
- **Housekeeping**
- **Guest Services**
- **Pre-arrival Preparation**
- **Service Provider Referrals**
- **Turn-key Furnishings**
- **Concierge Services** – We'll assist in making your travel arrangements, show tickets & reservations, floral orders, dry cleaning and more.
- **Grocery Shopping** – You and your guests will arrive to a fully stocked pantry so you can sit back & enjoy.
- **Maintenance Coordination** – We'll make recommendations & oversee any work that needs done around the house
- **Just Ask!** Think of us as your "right-hand man"...we're here to help make owning a vacation home a little less stressful. Use our services as powerful marketing tool for renting your vacation home!

### Home Checks Include:

- **Visual examination of exterior** – check doors & windows, landscaping, pool & spa. We will pick up any papers or trash that has blown into your yard to ensure your home doesn't appear to be neglected & vacant.
- **Flush toilets & run all faucets** – it's important to keep the water running through the faucets to avoid costly repairs.
- **Inspect for insects**
- **Check smoke alarms** & arrange for battery replacement
- **Appliance check** – refrigerator temp, empty ice maker, run dishwasher & washing machines periodically
- **Adjust A/C temperature** to your specified temperature for the season
- **Start & run vehicle**
- **Check air filters** & arrange for replacement
- **Mail sort & forward**



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*Our services are designed to offer you peace of mind.*



## F.A.Q

### *Who should use our residential services?*

- Vacation home owners
- Second home owners
- Snowbirds
- Investors with vacant properties
- Homeowners selling a vacant home
- Vacationers

### *Why use absentee owner services?*

Unfortunately, home ownership comes with a few headaches along the way. When you are away for a couple of weeks or even months at a time, many unexpected events could happen. From leaking pipes or a broken window to a pest or landscaping problem...by having a professional service visiting the property often to perform a home check, you can avoid potentially disastrous situations by catching them early on.

### *What does the service cost?*

Pricing is based on a number of factors - size of home, frequency of visits, additional services provided. A la carte home checks start at \$50, monthly plans including weekly checks begin as low as \$95 a month for condos. Most Concierge & shopping services are provided at an hourly rate of \$40 per hour. Package plans are offered at a deeply reduced rate. Rest assured, we will tailor a plan to best suit your needs & budget.

### *What do you do if you find a problem at my home?*

Urgent matters are reported immediately via phone call. We then make arrangements to have the problem resolved with the proper service providers. Routine visits & non-urgent matters are reported to you via email.

### *Are you property managers?*

No. We act as your personal assistant, serving as your "eyes & ears" to ensure all is well on the "home front". We are not experts at home maintenance; however we are homeowners with experience. We have your best interests in mind at all times & take pride in watching over your home.

### *I own a vacation home that I rent, can you provide services for my guests?*

Absolutely! We can arrange to have the home cleaned after each guest, offer grocery shopping - stock with all the essentials before their arrival, provide information on area attractions, make dinner & show reservations, bike & kayak rentals, you name it! We'll help set you apart from the rest by providing personal Concierge services the other guys don't.



### About TimeWise

TimeWise, Inc. is a Personal Concierge & Lifestyle Management company that was started in Las Vegas by two sisters in 2002. Through providing hands-on



service & forming partnerships with trusted colleagues, the company has grown to be the premier personal services provider in Las Vegas. Seven years later, our success has allowed us to expand with opening a second office on the East Coast, focusing in the Virginia Beach-Hampton Roads area. Our company and its affiliates are properly licensed & insured and maintain an exceptional quality of service. No task is too big...or too small.