

www.CBSERVICE.es

PROPERTY MANAGEMENT CONTRACT



Date: _____ / _____ / 20_____	Number of keys: _____
Name: _____	Start contract: _____
First name: _____	End contract: _____
Adress Spain: _____	Alarm: <input type="checkbox"/> yes <input type="checkbox"/> no code: _____
Home: _____	
Telephone 1: _____	Telephone 2: _____
E-mail: _____	

The Maintenance Contract will cost 200,00 EURO yearly,

A maintenance visit consist of:

Visiting property: Testing appliances to make sure all are in working order, gas, electricity, light bulbs, security systems if applicable. Checking for burglary,
Extra check-up after extreme weather conditions ...
We will submit regular reports via fax or email to our clients.

The property will be aired, plants watered and all kitchen/bathroom appliances thoroughly checked and tested. Turn on or off services. Check inventory (previously supplied by owner).

Key Holding

This contract also includes the key holding service, this means that we will welcome all your guests, open the door if needed (for deliveries, works, electricity or water ...)

Post forwarding

We send all the post (if wanted) to your adress or even by mail.

Call out Service

Can be used to liaise with deliveries or tradesmen, access to property for maintenance and repairs, or for any emergency. - 40 euros per visit (This includes waiting up to 1 hour - subsequent hours charged at 20 euros per hour)

Meet and Greet & airportservice

A 'meet and greet' service can be provided to welcome your guests at your property, provide keys on arrival and help your guests familiarise themselves with their holiday accommodation. We will meet your guests with the keys at their accommodation for the following fees:

9am to Midnight fee will be 15 Euros

Midnight to 9am fee will be 25 Euros

Meet and Greet service is free if the guests booking is made through CBS. These charges are only levied when the bookings are your own. Picking up at the airport will cost 40 euro / trip.

Consultation Service

Any and all advice you require on any aspect of letting your property or services on offer is available charge.

Guest Services

We can provide Welcome Packs for your guests upon arrival of those all important necessities. The basic pack costs 20 euros and includes milk, tea bags, coffee, sugar, bottled water, bread, margarine, cereals, eggs, sandwich ham, cheese, biscuits, bottle of wine and a 6 pack of beer. We are happy to offer Special Welcome Packs that can be tailored according to instructions and can include flowers, champagne, chocolates etc at varying Costs.

Maid service

Is available during lets if required. If your guests are staying for longer than a week you may wish to provide this service whereby we change all laundry, clean bathrooms, kitchens, floors and generally

Special wishes / appointments / price cleaning

Signature client

Signature CBS

More information:

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Sleutelbeheer
Keyholding



Schoonmaakdiensten
Cleaning services



Luchthaventransfer
Airport service



Raad en advies
Advice & assistance



Autoverhuur
Car rentals



Verhuur baby-artikelen
Baby equipment rentals



Personal shopper
Personal shopper

