

Your Friend in Hawaii, LLC

HomeKeeping

Home Inspection & Maintenance Contract

Your Friend in Hawaii is a full service Concierge Business and will co-ordinate your cleaning needs and inspect afterwards to verify the job. Jeudi was a licensed termite/pest inspector and will check for any pests in your home and furniture then co-ordinate with your pest control contractor or use the products you leave in your home as needed. Her partner has been a homebuilder, remodeler and can fix almost anything and after 27 years in Kona, if we can't do it, we know someone who can.

Role of Property Caretaker

This agreement sets out the role and responsibility of Your Friend in Hawaii LLC. The primary responsibility of the property caretaker is to:

- Ensure that the condo is secure during the time it is vacated
- Be available during times when it is rented to troubleshoot and do repairs or maintenance as required.

Monthly Walk Through

The property caretaker will do a walkthrough of the home once per month (or more when requested) for an overall inspection and to check:

- that the Home is secure
- for any damage or anything faulty
- for any breakdown of appliances or equipment
- for pests
- telephone messages
- garbage is emptied and gone
- barbeque propane tanks are filled
- Appliance's are turned off and/or unplugged.
- doors and windows checked and verify closed and locked.
- To make sure house is clean and perishables are stored properly, or removed as needed
- verify gardeners are taking care of exterior.
- Check appliances, make sure they are unplugged (except refrigerator, or as directed)
- Check lights/fans and air conditioners to verify they work, and make sure they are turned off completely.

- Flush toilets, run water in sinks and run garbage disposal. Check all water connections and valves for leaks. If water is not turned off, run washer and dishwasher.
- For an additional monthly fee, landscaping and gardening available upon request.

The walk-through can take place at any time during the month, except when the home is being rented. If there is a tenant in the home, the walk through should take place immediately upon their departure. If a tenant is in the home for more than one month, a walk-through is scheduled through the client upon request

Tenant Occupancy

The owner will advise the property caretaker of the dates the home will be rented to guests. Guests will be given contact information for the property caretaker in the event of problems or concerns with the unit. It will be the responsibility of the Your Friend in Hawaii, LLC to

- inspect the unit upon tenant leaving to ensure no damage to the unit; (this will be the regular monthly walk-through) unless other wise needed out of sequence.
- arrange for the cleaning of the unit;
- advise the owner by e-mail on the state of the unit so owner can return damage deposit.

Troubleshooting

The property caretaker will be available to tenants to assist in the case of:

- any electrical or plumbing problems or repairs
- any household maintenance problems
- any other problems or issues that can reasonably be addressed by the property manager

If there are any matters that require the services of a specialist, the property caretaker will hire the specialist if the repair is minor. If the repair is likely to be major, the property caretaker will contact the owner.

Authority

The property caretaker has the authority to make standard repairs without pre-approval in situations of reasonable wear and tear, and where the cost of repair or replacement does not exceed \$200. Repairs or replacements that cost more than \$200 require the authorization of the owner.

The property caretaker will have one set of keys in his possession for each home. It is not expected that the renters will call for a key, but it is available if there is a major emergency.

Reporting

The property caretaker will report to the owners on a monthly basis that the walk-throughs have taken place and that all is in order. If there is any work to be done or issues arise, the property caretaker will inform the owner as soon as possible.

The owner will inform the property caretaker when the home is being rented, and of any other major changes related to the home.

Fees

There is a deposit of one month cleaning fee plus \$50 that will be placed in a Client Trust Account to be used only when the cleaning fees or repairs need immediate payment. Average \$300.

The standard fees for the foregoing are as follows:

- \$65 for once per month walk-through 1-2 bedroom/2 bath home
- \$85 for once per month walk-through 3 bedroom/3 bath home
- \$100 for once per month walk through 4-5 bedroom/3-4 bath home
- \$25 an hour when meeting contractors or guests for any other reason that stated above.
- \$35 per hour for repairs and maintenance services when on monthly contract, if out of contract repairs and maintenance fee will be \$50 an hour when not a member.
- Other fees may apply upon request of additional services
- Special request to start and move auto in driveway while inspection takes place

Costs for all materials and items purchased and cleaner fees for the condo will be reimbursed immediately upon receiving the invoice. There is a 2% fee for late payments over 30 days.

Jeudi Johnson _____
Your Friend in Hawaii LLC
POB 195
Captain Cook, HI 96704
www.YourFriendinHawaii.com
808-557-5569

Home Owner _____
Date: _____

Home Owner _____
Date: _____

EMERGENCY CONTACT INFORMATION

1. HOMEOWNER

2. 2ND CONTACT

ADDRESS OF HOME BEING MAINTAINED

HOME ADDRESS FOR BILLING

PHONE NUMBERS:

1. HOMEOWNER
2. 2ND CONTACT

EMAIL ADDRESSES:

1. HOME
2. WORK

LIST OF CONTRACTORS BEING USED BY OWNER

GARDENER

POOL

CONDO OR HOME ASSOCIATION CONTACTS;