

HOUSE MINDERS SERVICES & CHARGES FOR THE 2006 SEASON



FULL MANAGEMENT SERVICE

- * Key-holding - we keep your keys secure. Keys can be collected from and returned to us during office hours, or by arrangement.
- * Point of contact - we offer advice and emergency assistance to you and your guests. Our address can be used for essential correspondence and deliveries.
- * Payment of utility bills and local taxes - if you arrange for us to receive your bills, we will be happy to pay them on your behalf.
- * Monthly checks on your villa, plus spot checks to ensure contractors (pool service, gardener, workmen etc) are fulfilling their obligations. In winter we make monthly checks, plus additional visits after bouts of severe weather. We also take the opportunity to air the property when the weather is fine.
- * Maintenance service - we will notify you if repairs are required. We will undertake small repairs ourselves (up to £25) and supply quotes for larger jobs. We will also oversee any work undertaken.
- * Pre-season preparation of your villa - our fee includes spring-cleaning, airing, cleaning of curtains and soft-furnishings, checking all appliances and supplies.
- * Winter closedown of villa - ensuring property and contents are secured.
- * Arrangement of transfers, car hire and excursions if required.

Our yearly fee is between £300 to £500 per property, depending in the size of the property and the level of service required. This fee also covers a full cleaning service (1 pre- visit clean, 1 mid- stay clean and 1 clean after departure) for up to three visits by yourselves, your family or friends

Please note that extra visits will be subject to cleaning charges.

POOL MANAGEMENT:

£50 per month - charged over 7 months, to include summer start up and winter close down but not servicing of pump equipment or pool chemicals. We can quote for chemicals but prices will not be available till April 2006.

NB: this price is for a private pool; shared pools will be quoted on request

GARDEN MANAGEMENT:

£50 per month summer, £35 per month winter, to include cutting grass, general care, maintenance of plants, trees and shrubs, watering but not insecticides, fertilizers etc.

NB: this price is for a private garden; shared gardens will be quoted on request

EXTRA SERVICES

Cleaning service - charged at £4 an hour; cleaning supplies to be paid for by client, dry-cleaning, carpet cleaning will be charged as an extra

Laundry service (sheets and towels) - charged at £2.50 a machine load

Extra assistance - we are able to help with many aspects of life in Turkey, from arranging house insurance to obtaining residency. We can assist with translation; obtaining digital TV or mobile phone accounts. We can even take you shopping if you want! We find the fairest way to charge for our assistance is by the hour ...

* General assistance - £10 an hour

* Translation service - £20 an hour

Transfers - we book all transfers through a reliable local TURSAB-registered agent. Charges are as follows...

* Airport transfers by car (up to 4 passengers): £25 one way

* Airport transfers by small minibus (up to 7 passengers): £35 one way

* Airport transfers by minibus (up to 12 passengers): £40 one way

Guest services - if you are letting your villa to guests, we can supply the following...

* Welcome pack (as required)

* Villa checks before arrival and after guests depart

* Cleaning and laundry as required

* Full inventory check after guests' departure if required, i.e. people you don't know

* Full support will be given to all guests but red carpet treatment will be given for special guests or celebrations e.g. birthdays, anniversaries etc.

Please contact us for our guest hosting charges

Dalyan residents' services - if you live in Dalyan and want someone to keep an eye on your house, pool or pets while you're away, please contact us for assistance.

INVOICES & PAYMENT

We will supply a fully itemized invoice of any costs and charges on a monthly basis so you have a full record of your expenses.

Our charges are fixed for one year contract and assume that you will be contracting House Minders for a minimum of one year. The method and schedule of payment to be arranged to our mutual convenience.

Should you require any further information on House Minders or our services, please contact us...

Email: houseminders@dalyanproperties.com

dalyanpropertymanagement@yahoo.co.uk

Fax: 0090 252 284 2088

Turkish contact numbers: 0090 252 284 4062/4072

UK contact number: 0292 051 4758

