



Ellaway Property Services, Inc. Billing Rates and Fees

Ellaway knows the best folks for all your home needs including housekeeping, handyman services, pet sitting, delivery, lawn care, painting, masonry, plumbing, electrical work, driveway repair, snow removal ... whatever you need to make your house feel like home!

May 2015

**** rate changes noted in color ****

The Connection Program	
<p style="text-align: center;">Participation includes:</p> <p>Detailed property records and secure storage of your house key for reliable emergency management; 24 hour access to pager response; Deliveries accepted at our office; Local mail pick-up; Vendor recommendations; Notary services; Ellaway's Attic pick-up and delivery.</p>	<p>\$25 monthly</p> <p><i>Same value-added fee since 1999!</i></p> <p>All other Ellaway services are a la carte.</p>
Vendor Management	
<p><i>Ellaway manages any size project from repairing a toilet, painting the living room, cleaning the house or plowing the snow, renovating the kitchen to putting on an addition... We review and approve the vendor invoices and you pay the vendor directly. Project manager's time is invoiced for all reporting, estimating and meetings. Meetings with vendors or with you, on site or from our office.</i></p> <p><i>Ellaway offers Vendor Bill Pay Service, paying your vendors on-time and generating one invoice for your previous month of services (required for housekeeping & window washing). The Service includes summary reporting.</i></p>	<p>15% of vendors' invoice</p> <p>\$30 fee minimum to manage or arrange services.</p> <p>5% additional</p> <p>Mileage & travel time are complimentary...</p>
Service and Staff Rates	
<p><i>Increase your discretionary time! We're here to support your lifestyle...</i></p> <ul style="list-style-type: none"> ❖ House Check (thorough review of your home) Extra fee for report/photos ❖ Emergency Response or client request for immediate action; office hours ❖ Emergency Response to client or alarm company page; after hours ❖ Property Manager (meeting/complex reporting is invoiced no matter their location) ❖ Project Manager (managing on-site) ❖ Planning and Design for home, garden or landscape ❖ Gardeners ❖ Concierge Services ❖ Household Support (tasks that do not require a property manager's expertise) ❖ Janitorial or Heavy Lifting Services..... ❖ Handyman Services or Repairs and Maintenance..... ❖ Bookkeeper services 	<p>\$40 - 45 each</p> <p>\$65 minimum</p> <p>\$175 minimum</p> <p>\$45 / hour</p> <p>\$50</p> <p>\$65</p> <p>\$38</p> <p>\$45</p> <p>\$35</p> <p>\$45</p> <p>\$40 - 50</p> <p>\$40</p>