



## Ellaway Property Services, Inc. Billing Rates and Fees

Following are but a few of our services - all tailored to meet your specific needs...

March 2008

<b>Service Rates</b>	
<p>Participation in Ellaway Property Services' <b>Connection Program</b> provides: 24 hour pager response; delivery acceptance at our office; forwarding of local mail; vendor recommendations; maintenance of property information and secure storage of your house key so we can manage any emergency.</p> <p style="text-align: center;">All other Ellaway services are a la carte.</p>	<p><b>\$25 monthly</b></p> <p><i>Same value-added fee since 1999!</i></p>
<b>Service Rates</b>	\$25 minimum
<p><b>Project Management:</b> any size project from repairing a toilet to painting the living room; renovating the house or designing and putting on an addition... Your project manager's time is invoiced while on site and complex estimating may be invoiced with your prior approval.</p> <ul style="list-style-type: none"> <li>❖ We review and approve the vendor invoices and forward them to you to pay</li> <li>❖ Ellaway Property Services pays your project invoices and invoices you monthly</li> </ul>	<p>15% of vendors' invoice</p> <p>20% of vendors' invoice</p>
<p><b>Care for your Property:</b> we are available around the clock to come to your home to respond to an emergency, conduct a thorough house check or simply unlock for a vendor task. Our rates vary depending upon the complexity of the request and we do charge more when we must respond immediately or after hours.</p> <ul style="list-style-type: none"> <li>❖ Household Support: scheduled visit to the home during office hours (tasks that do not require a property manager's expertise – 30 service minutes included in the fee) \$30</li> <li>❖ House Check includes a thorough review of your home and property (including your personal check list – let us know when you have special requests) \$40</li> <li>❖ Emergency management or client request for immediate action               <ul style="list-style-type: none"> <li>• Response during office hours</li> <li>• After hours page or alarm</li> </ul> </li> </ul>	<p>* fee dependent on demands of situation</p> <p>\$50 minimum *</p> <p>\$125 minimum *</p>
<p><b>Care for your Family:</b> increase your discretionary time! We support your lifestyle... pet or house sitting; grocery shopping; concierge services; transportation; move in or out, pack or unpack... <b>you get the idea – anything you need!</b></p>	<p>Always a great value, the actual billing rate is dependent upon the request and the provider</p>
<b>Staff Hourly Rates</b>	
<ul style="list-style-type: none"> <li>❖ Property Manager ..... \$40</li> <li>❖ Bookkeeper services ..... \$40</li> <li>❖ Gardeners ..... \$30</li> <li>❖ Housekeeper or Janitor ..... \$30</li> <li>❖ Repairs and Maintenance ..... \$35</li> <li>❖ Household Support services ..... \$30</li> </ul>	