



Ellaway Property Services, Inc. Billing Rates and Fees

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

March 2011

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| <p>Participation in Ellaway Property Services' Connection Program 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>\$25 monthly</p> <p><i>Same value-added fee since 1999!</i></p> |
| Service Rates | \$25 minimum |
| <p>Project Management: 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 also be invoiced.</p> <ul style="list-style-type: none"> ❖ We review and approve the vendor invoices and forward them to you to pay ❖ Ellaway Property Services pays your project invoices and invoices you monthly | <p>15% of vendors' invoice 20% of vendors' invoice</p> |
| <p>Care for your Property: 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 depend 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"> ❖ 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) \$35 ❖ House Check includes a thorough review of your home and property \$40 ❖ Emergency management or client request for immediate action; final fee is dependent on the complexity and demands of the emergency <ul style="list-style-type: none"> • Response during office hours – immediate action required \$65 minimum * • Response after hours by page or alarm monitoring company \$150 minimum * | <p>\$35</p> <p>\$40</p> <p>\$65 minimum *</p> <p>\$150 minimum *</p> |
| <p>Care for your Family: increase your discretionary time! We support your lifestyle... pet or house sitting; grocery shopping; concierge services; transportation; move in or out, pack or unpack... you get the idea – anything you need!</p> | <p>Varies to the request</p> |
| Staff Hourly Rates | |
| <ul style="list-style-type: none"> ❖ Property Manager \$40 ❖ Planning and Design for home or garden \$40-70 ❖ Bookkeeper services \$40 ❖ Gardeners \$35 ❖ Housekeeper or Janitor \$35 ❖ Repairs and Maintenance \$35 ❖ Household Support and Concierge Services \$35 | <p>\$40</p> <p>\$40-70</p> <p>\$40</p> <p>\$35</p> <p>\$35</p> <p>\$35</p> <p>\$35</p> |