



## Ellaway Property Services, Inc.

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Info: \_\_\_\_\_  
[phone numbers/email]

**RE:** [property address, if different from above]: \_\_\_\_\_

Thank you for participating in the Ellaway Property Services' **Connection Program**.

Participation in this program provides you access to other Ellaway Property Services and to our 24-hour phone line. We will enter some pertinent information about your home and property in our database to keep track of things such as travel directions, security system, property care vendors and family contacts. The key to your home will be coded and stored in a safe box.

The **Connection Program** costs \$25.00 per month and we will invoice you at the start of each month, beginning with the month you sign this letter agreement. The completed Connection information sheet and a review of the functionality of your security system are essential for us to provide our services.

Although our rates are subject to change, we generally charge \$30.00 per scheduled (non-emergency) visit to your property. ***In an emergency situation, especially at night, we do not send anyone to the property alone – we will always make arrangements to meet the police, plumber, heating system repair person, etc, depending on the source of the alarm.*** Emergency calls during office hours (Monday-Friday 9:00 – 4:00) are invoiced at a minimum of \$50.00 and after hours at \$150.00.

We look forward to working together and we appreciate your trust.

\_\_\_\_\_  
Elizabeth Deignan for Ellaway Property Services, Inc.

\_\_\_\_\_  
Client Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_