

# COG Management

## Schedule Maintenance Choices

(One per property or write owners name and "all")

**Full Address** \_\_\_\_\_

Dear Owner,

Owners want their properties maintained at different levels. Most managers only respond to maintenance problems called in by the tenants. We try to be proactive and solve problems before they become serious. Rather than assuming anything we ask you to tell us what automatic maintenance services you want us to schedule. We do not want to spend your money against your wishes, so tell us what you want done. Just circle the appropriate choice.

**These instructions will be followed year after year until changed in writing. Anytime you want to change your selection we will provide you with a new form.**

<p style="text-align: center;"><b><u>Vacant Grass Cutting</u></b></p> <p>It is important that your yard be maintained between tenants. While there is no one living at you property, the grass will be maintained every two weeks. This includes cut, trimming, and blowing of the yard. Cost may vary for very large yards. Quotes for hedge trimming will be provided as needed. Initial cuts for over grown yards will cost more.</p> <p>Cost: \$65 per cut; \$90 – 1st cut price if not overgrown</p> <p><b>Owner's Choice: Yes or No</b></p>	<p style="text-align: center;"><b><u>Fall and Spring Landscaping</u></b></p> <p>Your property's landscaping will add (or take away from) its value. Although tenants will take care of routine lawn mowing, they may not take care of the landscaping adequately. We recommend the following service twice a year: re-seed, fertilize, poison the pine islands, trim shrubs, leaf removal, aerate, inspect exterior of home and report any items that need attention. Photos and a report can be reviewed from the owner portal at our website.</p> <p style="text-align: center;">By quote - Typically: \$95 to \$155 per season</p> <p><b>Owner's Choice: Yes or No</b></p>	<p style="text-align: center;"><b><u>Chimney Clean-out</u></b></p> <p>We strongly recommend having the chimney professionally checked every year and cleaned every 2 or 3 years. This service will clean the fireplace soot, bird's nest and other debris as needed. Inspection or Cleaning the chimney will substantially reduce the risk of chimney fires.</p> <p style="text-align: center;">Cost: \$160 to \$185</p> <p><b>Owner's Choice: Yes or No</b></p>																											
<p style="text-align: center;"><b><u>HVAC Fall &amp; Spring Services</u></b></p> <p>This service is a preventative maintenance check that can aid in early detection of costly problems and save the cost of emergency services. <u>A/C Services include:</u> check condenser coil, adjust operating pressures, monitor safety controls, monitor starter capabilities, clean or replace filter, adjust blower components, calibrate thermostat, measure for proper temperature differences, clean condensate drain, tighten electrical connections, measure voltage and amperage on motors, lubricate all moving parts, clean condenser coil if needed. <u>Furnace Service Includes:</u> Clean burners, check gas pressures, lubricate motor and bearings, calibrate fan limit controls, clean or replace filter, check wiring and connections, change belts, check pilot flame, calibrate thermostat.</p> <p style="text-align: center;">Cost: \$140 per season</p> <p><b>Owner's Choice: Yes or No</b></p>	<p style="text-align: center;"><b><u>Standard Rates</u></b></p> <table style="width: 100%; border: none;"> <tr> <td>Evictions – 4 man crew</td> <td style="text-align: right;">\$200</td> </tr> <tr> <td>Winterization</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td>Re-keying a Lock</td> <td style="text-align: right;">\$75</td> </tr> <tr> <td colspan="2">Standard Yards:</td> </tr> <tr> <td>Weekly/Biweekly Lawn Care</td> <td style="text-align: right;">\$65</td> </tr> <tr> <td>Initial Lawn Care</td> <td style="text-align: right;">\$90</td> </tr> <tr> <td>Pine Straw</td> <td style="text-align: right;">By Quote</td> </tr> <tr> <td>Min. Trip Charge</td> <td style="text-align: right;">\$70</td> </tr> <tr> <td>Labor Rate</td> <td style="text-align: right;">\$45/hr</td> </tr> <tr> <td>Trash-out</td> <td style="text-align: right;">By Quote</td> </tr> <tr> <td>Cleaning</td> <td style="text-align: right;">By Quote</td> </tr> <tr> <td>Pressure Washing</td> <td style="text-align: right;">By Quote</td> </tr> <tr> <td>Roof-Gutter Cleaning</td> <td style="text-align: right;">By Quote</td> </tr> <tr> <td>Carpet Cleaning</td> <td style="text-align: right;">By Quote</td> </tr> </table>	Evictions – 4 man crew	\$200	Winterization	\$100	Re-keying a Lock	\$75	Standard Yards:		Weekly/Biweekly Lawn Care	\$65	Initial Lawn Care	\$90	Pine Straw	By Quote	Min. Trip Charge	\$70	Labor Rate	\$45/hr	Trash-out	By Quote	Cleaning	By Quote	Pressure Washing	By Quote	Roof-Gutter Cleaning	By Quote	Carpet Cleaning	By Quote
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**Owner Signature** x \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Owner Signature** x \_\_\_\_\_ **Date:** \_\_\_\_\_