

PROPERTY MANAGEMENT AND RENTALS

Dear Owner,

Alcantara Estates offers a full range of management and rental services. These services are designed to meet the requirements of a wide range of owners providing a complete 'peace of mind' service.

For those clients requiring an annual servicing scheme we have a very comprehensive plan in which details are given below. However, should the scheme not cater to your needs we are open to negotiation whereby a tailor made plan can be designed to address your particular needs.

ANNUAL MAINTENANCE PLAN

- Key holding
- We will check the property once a week, inside and out
- Dust all surfaces
- Inspect all the windows, doors and alarms (if present)
- Flush all toilets, run all taps and showers
- Check property for any signs of damp and mould
- Allow property to have a good airing
- Check all lighting and power points are in full working order
- All of your electrical equipment and electro domestic appliances are working
- Weekly watering of interior and balcony plants (lawn maintenance is available at additional cost)
- Check and remove any mail (forwarding or e-mailing of mail is available)
- Emergency call out and repairs (the cost of the actual repair is additional)
- Departure check – using the initial inventory, all items and appliances will be checked.
- Check pool and garden area (if applicable)
- Advise about any repairs that may be necessary to ensure your property remains at a high standard.
- Monthly reports and photos sent to your e-mail address
- Regular checks for pests and vermin, with recommendation for remedial action.
- Free advertising on our rental pages

PRICES

1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	VILLA
625,00	780,00	935,00	1.090,00	On request

PRE-VISIT CHECK

This is a service that is administered before you or your guests arrive which includes the switching on of electricity, boilers etc. We also provide a "Meet and Greet" service for your guests at an additional cost of €40.00

DEPARTURE CLEAN

This service is done at the request of the owner after the departure of guests which includes:

- A thorough check that all domestic appliances and electrical equipment are in working order
- All left over food and rubbish is disposed of
- Bedding and towels changed – 2 sets of all sheets and towels are required in case of a quick changeover
- Comprehensive cleaning of all rooms and terrace areas includes:-
- Property is aired
- All surfaces and appliances are cleaned and dusted
- All furniture and units are dusted and polished
- Mirrors wiped
- All taps and showers turned on and toilets flushed, disinfecting where appropriate
- Floors swept and mopped including under beds
- All dishes washed and dried
- Patio furniture cleaned
- Terrace area swept and plants watered (if applicable)

1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	VILLA
40,00	48,00	60,00	72,00	On request

MID-WEEK CLEAN

Administered on the request of the owner or tenant, this includes: clean, dust, polish, sweep, mop, wash dishes and dry, change and clean sheets and towels.

1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	VILLA
25,00	35,00	45,00	60,00	On request

LAUNDRY PRICES (prices below plus additional €5 collection charge)

1 BEDROOM	2 BEDROOM	3 BEDROOM	4 BEDROOM	VILLA
18,00	26,00	41,00	56,00	On request

ADDITIONAL SERVICES

- Representation at your community meetings at your request (for an additional cost of €50.00) and provide you with summary of the meeting.
- We can also arrange other services from our contact list of plumbers, electricians, gardeners, pool cleaners, locksmiths, decorators, floor polishers, airport collectors, babysitters.
- If you require us to be on site whilst work is being carried out on the property and to receive deliveries, there will be a minimum charge of €30.00 for the first hour and €15.00 for any additional hours following.
- Organize the furnishing and interior design of your new property
- Arrange the payment of bills, local taxes and services, if required, at an additional cost.
- A welcome package can be provided with the basic essentials billed at cost + €5.00 for collection (the Welcome Package includes basic supplies of coffee, tea, milk, bread etc.)

RENTALS

Your property will be listed on our website, together with an online real-time booking calendar, which will enable potential renters to view when your property is available and how much it costs for that particular time period they require. For this reason, it is vital for owners to give us adequate notice of any planned visits for either themselves, or family, to update the calendar and avoid any double bookings. Obviously, you can also see what dates have been booked already from the online calendar.

Potential renters will also be able to book online using a credit card and thereby receive instant confirmation making the whole process of booking their holiday accommodation very simple.

We will also market your property on affiliates' websites.

Rental prices are fixed according to the size of your apartment or villa, location and facilities available. We can help to advise you of what price to charge for renting your property to gain maximum bookings. However, the final decision is down to you.

A fee of 15% of the gross rental income will be charged for administrative costs and organising for short term lets. We charge 25% deposit at the time we take a booking and a "breakages" deposit of 25% of the total rental price. This "breakages" deposit will be refunded to the renter once the property has been inspected for any damages, subject to damage deductions, if any.

PAYMENT

The yearly maintenance plan must be paid in advance via credit card, bank transfer or Euro Cheque. All additional services will be invoiced monthly or quarterly depending on the amount due. Prices do NOT include IVA.