



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

*Ellaway manages the best resources for all your needs including renovations of all sizes, housekeeping, pet sitting, transportation, landscaping, grounds care, painting, masonry, plumbing, electrical work ... and our in-house concierge services are the very best!*

**January 2019**

\*\* rate changes noted in bold \*\*

The Connection Program		
Detailed property records Reliable emergency management Deliveries accepted at our office Vendor recommendations Ellaway's Attic pick-up and delivery	Secure storage of your house key 24 hour coverage Local mail pick-up Notary services	\$25 monthly <b>Same value-added fee since 1999!</b>  All other Ellaway services are on demand.
Vendor Management		
Ellaway manages any size project from repairing a toilet, painting the living room, cleaning the house or plowing the snow, renovating the kitchen to putting on an addition... We review and approve vendor invoices and you pay the vendor directly. Project manager's time is invoiced for all reporting, estimating and meetings with vendors or with you, on site or from our office.		15% of vendors' invoice  <b>\$45 fee minimum to manage or arrange services.</b>
Emergency Project Management  Ellaway offers <b>Vendor Bill Pay Service</b> , paying your vendors on-time and generating one invoice for your previous month of services (required for housekeeping & window washing). The Service includes summary reporting.		<b>20% of vendors' invoice</b>  5% additional
Service and Staff Rates		
<i>Increase your discretionary time! We're here to support your lifestyle...</i>		
❖ House Check (thorough review of your home) Extra fee for report/photos .....		\$40 - 45 each
❖ Emergency Response or client request for immediate action; office hours .....		\$65 minimum
❖ Emergency Response to client or alarm company page; after hours .....		\$175 minimum
❖ Property Manager (meeting/complex reporting is invoiced no matter their location) .....		\$45 / hour
❖ Concierge Services .....		\$45
❖ Project Manager (managing on-site) .....		<b>\$50 - 65</b>
❖ Planning and Design for home, garden or landscape .....		<b>\$65 - 90</b>
❖ Gardeners .....		<b>\$42</b>
❖ Household Support (tasks that do not require a property manager's expertise) .....		<b>\$40</b>
❖ Janitorial or Heavy Lifting Services.....		<b>\$50</b>
❖ Handyman Services or Repairs and Maintenance.....		<b>\$50 - 60</b>
❖ Bookkeeper services .....		<b>\$48</b>