

# VIP MANAGEMENT VILLA

*A fully tailored service to meet your requirements*

## **VIP Management Villa Package include:**

- Unique contact who centralize all the information regarding the villa and who can take care of everything (garden, villa, security, cars, ....), always reachable ⇒ **No loose of time**
- Reports and flexible communication to improve the maintenance and services of the property
- Weekly physical check of the villa : minimum 2 times a week when nothing special, more when there are physical events (especially during the winter when it's raining a lot)
- Maintenance of the villa to make sure that everything's working
- Maintenance of the garden ⇒ **No bad surprises**
- Maintenance of the cars to make sure it's always working
- Advises regarding security and maintenance
- Written report after every issue with proposals and cost estimate to solve it ⇒ **No stress**

## **Options:**

- Cleaning of the villa
- Security of the villa
- Gardener of the villa
- Staff for the villa during vacation (cleaning ladies, cooker, driver, security guys, ...)
- Opening/viewing of the villa in case of renting/selling
- Preparation of the villa when guests arrive
- Driver for airport pickup or for longer stay (staff of guests) or helicopter transfer
- Work in the villa to maintain or improve it
- Help and assistance for every request of the owner

## **Information needed from the owner:**

- Full access to the villa and security codes, access
- Contact of a person who can make decision in case of emergency (eMail + phone number)
- Maximum price we can spend without demand in case of emergency (fixing a gate which is not opening, fixing a roof when there is a leak, fixing electrical issues, ...)
- Staff/partners already in place can be used to work with

***Price starting at 990 € excluding VAT per month.***