

Management Retainer Contract

Heaven Scent Management Services

PO Box 7671
Ocean Isle Beach, NC 28469
(910) 269-7275
heavenscentms@atmc.net

| | | |
|------------------------|---|---|
| Proposal Submitted To: | Phone(s): | Date Submitted: |
| Mailing Address: | Job Location: Ocean Isle Beach, NC 28469 | Primary Email: VRBO # Wifi Password: House Name: |

We Hereby Propose to do the following:

- Maintaining your home as directed by you the homeowner
- Off Season checks on you home/condo
- Contact other vendors/contractors at your request or as needed and directed by HSMS.
- "Drive by" trips to your dwelling as a "non-service" related visit to assist you and/or your guests. (limit 10)
- Pest Control entrance coordination
- Hurricane information & updates
- Hurricane 1 & 2 (Limit 1 per season) **
- Filter changes for June, July, and August. (all others are \$10 per filter return)

** Hurricane 1 Prep (Secure Per HS Protocol) ** Hurricane 2 Post (Return Per HS Protocol) Hurricane 3 Shutters (Preinstalled ONLY)

We do hereby purpose to complete the above described work for the Yearly Fee.

\$ 400.00 / Four Hundred dollars

Payment terms are as follows: 100% is due upon signing of contract. NOVEMBER 15, 2021

Authorized Signature for HSCMS:

Phyllis Turnage

Phyllis W. Turnage - Owner

Proposal is void if not accepted within (30)days

Acceptance of Proposal – The above specifications and conditions are satisfactory and hereby accepted. You are hereby authorized to do the work as specified. Payments will be made as outlined.

Signature _____

Date Accepted _____

*Please print, sign, and return this form to our office by the date indicated above. You may mail the completed form to the address above, bring it to our location in person, or email it to info@heavenscentms.com