

# Key Club

Property Management & Concierge

*« the key to your imagination »*

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## Property Management

- Weekly visits with complete control of the property and equipment
- Detailed weekly report with pictures by email
- Preparation of the property before the arrival of owners, guests or tenants
- Year-round technical maintenance of the property
- Controls, maintenance, repairs and renewals of equipment, including household appliances, home automation systems, Hi-Fi, televisions, air conditioners and software updates
- Monitoring and phone relay of alarms 24/7
- Management of access to the property and key custody
- Supervision and follow-up with service providers (housekeeping, garden, swimming pool, etc.)
- Translation and assistance during administrative procedures
- Management of accounts and subscriptions related to the property, such as Internet, TV, water and electricity
- Use of a cash box for the day-to-day management of expenses
- Household linen management
- Additional visits in case of last-minute urgent incidents, bad weather conditions or emergencies (charged)
- Sending, receiving and storing mail and parcels, proxies, and registered
- Vehicle management: starting vehicles, washing and detailing, technical inspections, garages (upon validation of quotes)
- Site supervision, verification of invoices and completion of maintenance or improvement work or related construction
- Introduction to professional service providers for any and all requests
- In-person representation at annual meetings of homeowner associations

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## Concierge

- Reservations for restaurants and beaches, itinerary planning
- Assistance with personal errands
- Shopping services, laundry, courier
- Car wash and detailing services
- Travel assistance: villa rentals, hotel reservations, plane tickets, transfers
- Private transportation: driver, yacht, private jet, helicopter
- Assistance: babysitting, security, private chef, etc.
- Well-being of the person: hairdressers, make-up artists, treatments, massages, trainers, etc.
- Pets: dog-sitter, grooming, veterinarian, etc.
- Special events: logistics, staff, photographer, florist, caterer, DJ, security, etc.
- Entertainment : concerts, festivals, access to wineries, private guided tours, etc.