



STELLO CONSTRUCTION, INC.

Additions, Sunrooms, Remodeling
P.O. Box 776
South Chatham, MA 02659
(508) 432-2218
www.stelloconstruction.com

HOME WATCH SERVICE CONTRACT

Client contact & billing information

Client: _____
Address: _____
City, State, Zip: _____
Telephone (Primary): _____ Secondary: _____
Cell # 1: _____ Cell # 2 _____
Email: _____ Fax # _____

COVERED PROPERTY INFORMATION

Address: _____
City, State, Zip: _____
Telephone (local): _____
Alarm Company: _____ Telephone: _____
Security System Settings: _____ Pass Code(s): _____
Security System & Entry Instructions: _____

Type of heating: _____ Gas _____ Oil _____ Electric
Service Provider: _____
Telephone: _____
HVAC System: _____
Heating/Cooling Settings: _____
Light Timer Settings: _____

Inside: _____

Outside: _____

Irrigation Settings: _____

Additional Information & Instructions: _____

SERVICE PROVIDER CONTACT INFORMATION

Insurance Agent: _____ Phone #: _____

Plumber: _____ Phone #: _____

Electrician: _____ Phone #: _____

Carpenter: _____ Phone #: _____

Pest Control: _____ Phone #: _____

Landscaper: _____ Phone #: _____

Contractor: _____ Phone #: _____

LOCAL CONTACT INFORMATION
(Person(s) with access to your home)

Name: _____

Telephone #: _____

Additional Information: _____

EMERGENCY NOTIFICATION

Should damage, illegal activity or general concern arise and the owner cannot be contacted, the following person(s) should be contacted for recommended action and/or authorization. Should this person be unavailable we will make a best attempt to temporarily repair/stabilize the situation at the homeowner's expense.

Contact: _____

Address: _____

Telephone Number(s): _____

FEE SCHEDULE

BASIC SERVICES INCLUDE:

Exterior Inspection list:

Ensure all entrances are secure; visual check for evidence of forced entry, vandalism, theft or damage; check outside faucets and hoses for leaks; removal of newspapers, flyers, packages, mail and other evidence of non-occupancy; visual inspection of roof & gutters from the ground and visual inspection of yard/landscaping

Interior Inspection list:

Inspect for signs of theft, vandalism, damage or other disturbance; check that all windows and entryways are secure; check security system is set and working properly; note any unusual odors; visual inspection of walls, ceilings, windows, tubs, showers for evidence of water damage, leakage, mold or mildew; check that thermostat is set at correct temperature; check that freezers & refrigerators are working; visual check of heating system and hot water heater. The following rates are per inspection.

_____ **Weekly: \$30.00** _____ **Bi-Monthly: \$50.00**

Start Date: _____ End Date: _____

ADDITIONAL SERVICES BY REQUEST:

_____ **Meet Service Providers/Deliveries: \$50.00**
Extended visits charged at \$50/hour

_____ **Closing Services: \$50.00** (does not include plumbing or electrical fees if required)

_____ **Opening Services: \$50.00** (does not include plumbing or electrical fees if required)

_____ **Emergency Services: \$50.00** (does not include plumbing or electrical fees if required)

If you would like Emergency Response Services, please notify your alarm company that Stello Construction is a key holder and not a security company. As such, we will respond to alarm notification in as timely a fashion as scheduling permits. Service call charges include property inspection after alarm notification and rearming system. Owner will be notified if there are any visible signs of intrusion or damage, and will be sent an email report.

_____ **Pre – Storm & Post – Storm Inspections: \$50.00**

At your request we will check on your home pre-storm and post storm. If any outdoor furniture, grills etc. need to be moved inside or if you need us to perform any special requests for your property, you will be billed at an hourly rate of **\$50.00**. Post-storm, we will inspect your property, look for visible signs of damage, take photos if necessary, and send a detailed report to owner.

INSPECTION REPORTS: An inspection report and calendar will be left in the kitchen area of the home after each visit. One will be sent to the homeowner on a monthly basis. Please choose your form of delivery preference.

_____ US Mail _____ Email

PURPOSE OF AGREEMENT: The purpose of this agreement is to state the duties and obligations of Stello Construction and the client as well as to specify the respective care and handling of the home and/or other services client desires. The referenced home information is fully described with in the Contract and said information is necessary for service commitment.

SAVE HARMLESS AND INDEMNITY: The owner/homeowner hereby agrees to indemnify and hold harmless Stello Construction, it's agents, representatives and employees from any and all liability that may result from all damage suits or claims in connection with the provision of the services described within this Agreement, and from all liability for injuries to persons or property suffered or sustained by any person whomsoever, and to carry adequate homeowner's insurance to protect the interest of parties hereto.

DAMAGES OR MISSING ITEMS: Stello Construction will not be held responsible for any damage to the property or items missing, switched out, lost, damaged or stolen under any circumstances including but not limited to theft, vandalism, negligence of invited or uninvited individuals, or acts of nature.

TERMINATION: Either party may terminate this Service Contract with 30 (thirty) days written notice. Upon cancellation, Stello Construction shall return all keys, codes, and openers to Client and Client shall submit all fees due and payable to Stello Construction within 10 (ten) day s of receipt of termination notice.

AUTHORIZATION AND APPROVALS:

- ◆ All parties confirm the Service Contract provided by Stello Construction and the information provided by the client is understood and agreed upon.
- ◆ Inaccurate or incomplete information is the responsibility of the client and will void all responsibility of said services.
- ◆ This document confirms the approval for limited access to the client's property for the home monitoring services.
- ◆ Any emergency will be handled as detailed in this form set with charges due upon per agreed conditions.

ADDITIONAL INFORMATION

- ◆ Every effort will be made to oversee your home but, Stello Construction cannot protect from break-in, vandalism or other acts of nature. We do not anticipate problems, but we will do our best to immediately inform you of any instances should they occur.
- ◆ Should any unexpected home fees or costs be incurred, Stello Construction will cover said costs up to \$25.00 without contacting the client. For fees or costs over and above \$25.00, Stello Construction will contact client for approval. These costs will be shown as a separate line item on your invoice. We understand emergencies arise and we will be as accommodating as possible to meet such requests.
- ◆ Keys are required at the signing of the Service Contract.

STELLO CONSTRUCTION REQUIRES A SERVICE CONTRACT FOR ALL WORK TO ENSURE A COMPLETE UNDERSTANDING OF ALL SERVICES EXPECTED. THIS CONTRACT MUST BE SIGNED BY THE CLIENT AND OR HOMEOWNER(S) BEFORE ANY WORK CAN BEGIN.

OUR BILLING IS DONE ON A QUARTERLY BASIS WITH PAYMENT EXPECTED NO LATER THAN TEN (10) DAYS FROM RECEIPT OF INVOICE. LATE PAYMENTS ARE SUBJECT TO A 3% LATE FEE AND \$25.00 FEE FOR ALL RETURNED CHECKS.

I have read, signed and received a copy of this Service contract and understand and except its terms.

Date: _____

Client/Homeowner(s): _____

Stello Construction:

Date: _____

By: _____