

*Getting away to your second home is one of the great pleasures in life. Don't let mundane chores take the fun out of your visit. Harbortown Concierge works with home owners from Michigan City to Saugatuck to take the work out of their second home.*

*Harbortown Concierge will make sure that the myriad of details involved in running a second home are done in your absence. We are fully insured and bonded.*

*Harbortown Concierge uses state of the art software to track every service you request and make sure it's completed.*

## Concierge Service

- Stock your home with groceries and household items and stock your wine cellar
- Hire and manage service providers for cleaning, landscaping and snow removal
- Meet your friends to drop off keys
- Decorate your home for the holidays
- Take care of meeting the electrician, plumber or furniture delivery truck
- After your departure, we can empty the fridge, clean the house, change the sheets, and close up the house
- Hire and manage craftsmen for special projects
- Provide weekly cleaning services
- Laundry
- Bed making
- Provide house cleaners access to the house and inspect the quality of their work
- Single point of payment through Harbortown Concierge

## Yard Maintenance

- Mow, weed and trim
- Irrigation supervision and timing
- Manage landscapers, review work
- Single point of payment through Harbortown Concierge

## House Watch/Snow Bird Service

*Harbortown Concierge will check on your home on a weekly basis and provide you with a monthly report.*

- Inspect your house to make sure all is in order
- Verify doors and windows are closed and secure
- Act as an emergency contact for the security systems
- Take garbage and recycling out
- Water indoor plants
- Flush toilets
- Change lights to give the appearance of occupancy
- Check pools, hot tubs and irrigation systems
- Monitor the temperature of the home
- Checks after storms
- E-mail a "Home Status" summary report with photos

## Seasonal and Specialty Service

- Snow removal
- Winterize house – irrigation systems, hoses, water tank, hot tub
- Pool and hot tub maintenance
- Home automation, security cameras
- Vehicle maintenance
- Single point of payment through Harbortown Concierge

## Special Project Management Services

*We can manage special projects for you from helping define the project to finding the right people, to making sure it's done on time and within budget. You determine your level of involvement. Each project utilizes our Preferred Partners to perform the work at the highest level.*

- Redecorating
- Landscaping Projects
- Home automation, security cameras
- Home theater systems
- Sprinkler systems