

Property Management

"Instructing a Property Management Company will be one of the wisest decisions you will make!"

Butterfly Services offer a comprehensive portfolio of property management services. We take pride in the fact that we offer an exemplary level of service when managing your property, and, your relationship with us. Through using a professional management company your property will receive the consideration and thought it deserves, so you can be assured that your home is secure and in safe hands. Factors such as distance and extent of job mean that we cannot give exact prices for our services, but please contact us in the first instance as we are always happy to provide a no-obligation estimate once we know the exact specifications of the job you would like us to do.

Package Mimosa

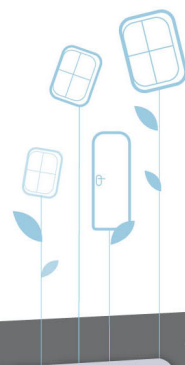
Key Holding & 6 property inspections per year

- Keeping your keys in a safe box at our office and making them available to friends, visitors or service personnel after authorization by yourselves.
- Visiting your property 6 times a year when you need us to visit or in case of bad weather condition.
- External and internal inspection of the property for any signs of disrepair
- Checking security systems, windows and doors
- Airing of the property
- Checking and replacing any light bulbs which do not work (if supply left by property owner)
- Checking to ensure all services are connected
- Running of all taps and showers, flushing of toilets
- Checking for infestation
- Providing a report following each visit. Digital photos taken and sent to you if any problems found.

Package Sunflowers

Key holding – property inspection once a month & maintenance check

- Keeping your keys in a safe box at our office and making them available to friends, visitors or service personnel after authorization by yourselves.
- Visiting your property once a month throughout the whole year
- Checking for mail and forwarding it to your preferred address or storing it until your next visit
- External and internal inspection of the property for any signs of disrepair
- Checking security systems, windows and doors
- Airing of the property
- Sweeping the outside patio areas
- Checking and replacing any light bulbs which do not work (if supply left by property owner)
- Check to ensure all services are connected
- Running of all taps and showers, flushing of toilets
- Checking for infestation
- Visiting the property to check for damage during adverse weather conditions
- Providing a report following each visit. Digital photos taken and sent to you if any problems found



Butterfly Services

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Package Lavender

Key Holding – property inspection once a month & 6 preparations of the property

- Keeping your keys in a safe box at our office and making them available to friends, visitors or service personnel after authorization by yourselves.
- Visiting your property once a month throughout the whole year
- Checking for mail and forwarding it to your preferred address or storing it until your next visit
- External and internal inspection of the property for any signs of disrepair
- Checking security systems, windows and doors
- Airing of the property
- Sweeping the outside patio areas
- Checking and replacing any light bulbs which do not work (if supply left by property owner)
- Check to ensure all services are connected
- Running of all taps and showers, flushing of toilets
- Checking for infestation
- Visiting the property to check for damage during adverse weather conditions
- Providing a report following each visit. Digital photos taken and sent to you if any problems found
- Preparing the property for you or your guests when visiting by:
 - Airing, adjusting the temperature settings
 - Dusting all furniture and sweeping and mopping all internal floors
- Providing a welcome pack – A token gesture to all new guests on arrival. Contents include, Bottle of wine, bottle of mineral water and a local delicatessen and compliment slip or customized as advised by client (customized welcome packs may incur extra costs depending upon items required)

Property Management Services

Property check service

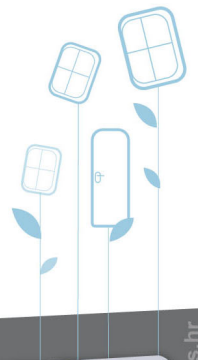
Ideal for customers who want their property checked on an occasional basis. We also recommend this particular service to those who long let their property as a means of checking that the property is in a good state of repair and undamaged

- Visiting the property: external and internal inspection of the property for any signs of disrepair
- Checking security systems, windows and doors
- Checking for infestation
- Sending a report following the visit. Digital photos taken and sent to you if any problems found

Changeover service

There may be occasions when you would like your property to be cleaned following your visit or after letting.

- Visiting property on the departure of your guest to check your inventory (only for customers on a letting or property management contract)
- Cleaning and sanitizing bathrooms leaving toilet roll in each bathroom
- Cleaning all kitchen cupboards (outside only unless empty) , cleaning kitchen work surfaces
- Wiping kitchen appliances, emptying fridge and freezer
- Vacuuming all floors
- Mopping all tiled areas
- Emptying bins and remove rubbish, replacing clean bin liners
- Dusting all furniture
- Wiping marks off light switches doors and windows
- Making up all beds with clean linen (if clean supply left by property owner)
- Sweeping outside patio areas , wiping patio furniture
- Ensuring light bulbs are working and replace bulbs as necessary (if supply left by property owner)
- Checking gas bottle if applicable and replace if needed at cost



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Spring cleaning

We recommend a spring clean at least annually. This can be carried out any time of year. It ensures your property is clean and fresh for yourself or your guests.

- Cleaning and sanitizing bathrooms and shower cubicles
- Cleaning all kitchen cupboards
- Cleaning all kitchen work surfaces
- Cleaning inside and outside of kitchen appliances
- Vacuuming all floors
- Moping all tiled areas
- Vacuuming all curtains
- Vacuuming lamp shades
- Vacuuming mattresses
- Making up beds with fresh linen (supplied by property owner)
- Cleaning all bins
- Dusting all furniture
- Dusting ornaments
- Wiping marks off light switches and doors
- Cleaning inside and outside windows up to 2 meters high
- Sweeping outside patio areas
- Moping outside patio areas
- Wiping patio furniture
- Ensuring light bulbs are working and replace bulbs as necessary (if supply left by property owner)
- Checking gas bottle if applicable and replace if needed at cost
- Checking electrical equipment is working
- Reporting any findings to property owner

Preparation visit

Preparation visits are ideal for property owners who need their home to be prepared for themselves or their guests on an occasional basis.

- Preparing the property for you or your guests when visiting the property by:
- Airing, adjusting the temperature settings
- Providing a welcome pack – A token gesture to all new guests on arrival. Contents include, Bottle of wine, bottle of mineral water and a delicatessen and compliment slip or customized as advised by client (customized welcome packs may incur extra costs depending upon items required)
- Dusting all furniture
- Sweeping and mopping internal floors
- Sweeping the patio areas

Annual key holding service

We will keep up to 3 sets of keys at our secure premises in Dubrovnik. Annual key holding service is included in property management packages.

Inventory service

This specialized service is catered for owners who require a clear and extensive report outlining both the internal and external condition of the property. An inventory report is a document that comprehensively details the contents of the property. It is an impartial and professional compilation to protect the property, furnishings and fixtures from loss, damage or negligence from future tenants.

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Property maintenance

Every property is different and needs different maintenance. At Butterfly Services we can cater for all your property maintenance needs including: Carpentry, building Works, Painting and Decorating, Plumbing, Electrics...It is impossible to give a fixed price without sending one of our tradesmen out to assess the work that is required. Whatever your requirements please contact us for further information.

Call out service

We will go to your property and make keys available for service personnel. For customers with a property management package we will endeavour to coincide our regular visit with the time the service personnel are attending the property. In these circumstances there will be no call out charges.

Greet service

We will meet and greet your guests at your property and hand over the keys on your behalf. We will show them around the property explaining how everything works and answering any initial queries they may have. We will provide them with all useful information about the property and the surroundings.

Welcome pack

We can provide a local welcome pack at your request. Our local pack include bottle of mineral water, local wine, local biscuits or delicatessen. If you require we can customize it to meet your needs.

Shopping

If you need someone to do your shopping, contact us with your requests and everything will be delivered to your door or unpacked into your kitchen.

Maid service

Enjoy your holiday to its full by using our maid service. A member of our team with attends your property on a daily basis or as requested. General maid duties include cleaning the bathrooms, making the beds, sweeping the floors and tidying the kitchen.

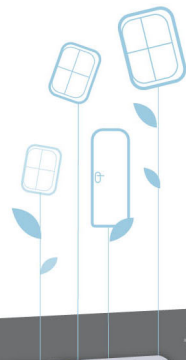
Laundry service

Dirty bed linen and towels can be collected from your property and returned freshly laundered at a later date.

Airport transfer on request

Car & boat rental Details on website page "Concierge services"

Baby cot& High chair on request



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