



Client Information

Property Owner(s) _____

Service Address _____

Rental Property

Multiple Properties

Beds _____ Baths _____ Floors _____

Mailing Address _____

City _____ State _____ Zip _____

Home (_____) _____ - _____ Cell (_____) _____ - _____

Work (_____) _____ - _____ Other (_____) _____ - _____

Email _____ You may send me emails about new services, etc.

Please list any other person(s) who are authorized to make decisions or requests regarding your property.

If your property is rented or for sale, please name your real estate office and agent.

Please inform us of any major construction/ repairs to be performed during the winter months.

Rainbow International is happy to accommodate specialty cleaning or property management services that may not appear in our menu. Please describe below any special concerns or requests you'd like to discuss.

Rainbow International will provide estimates and property management services based on the selections of the property owner within this document, size and specifics of the property, following a physical evaluation of that property. Property owner agrees to pay for any services requested, in this document or verbally. If the property owner wishes to make any changes to this contract and property management program, Rainbow International must be notified in writing. Contract can be terminated at any time by either party, however financial obligation to property owner may still exist, as per the discretion of Rainbow International. Property owner gives Rainbow International and its employees permission to access the property for any purposes related to contracted property management services. Rainbow International will neither be held legally or financially responsible for any unseen or unreported damage to property, dwelling, or other fixtures, nor any services rendered by a third party. Property owner authorizes Rainbow International to make arrangements with subcontractors and other vendors as specified, and agrees to pay for any such services.

Property Owner _____ Signed _____ Date _____

Please Print

11 Clermont Drive, Suite C • Clermont, NJ 08210
24 Hours 800-491-8244 • Fax 609-624-2245
rainbowsouthjersey.com • info@rainbowsouthjersey.com



Property Checks

Start: (Month/Date)

End:

Frequency

- Weekly
- Biweekly
- Monthly
- Per Call Property check to be carried out only when specifically requested by property owner.
- Post- Storm Property check to be carried out only after significant* weather conditions.

* As per the discretion of Rainbow International or specific request of homeowner; including substantial rain, snow, winds, flooding, etc.

Access to Property - Please indicate desired type of property checks.

- Exterior Includes complete perimeter check of property, dwelling, and outbuildings; ground level windows and doors confirmed to be locked; report of any damage, debris, or irregularities
- Interior Includes thorough walkthrough of dwelling; all doors and windows confirmed to be locked; report any thermostat abnormality, evidence of leaks, etc.
- Interior and Exterior Includes all interior and exterior property check services as described above.

NOTE: Owner must provide Rainbow International access to dwelling in advance via key, access code, or real estate office for all interior property checks.

Optional Property Check Services - Not included in basic property check; additional charges apply.

- Humidity Reading A thermal hygrometer is used to measure temperature and relative humidity inside dwelling. Any abnormalities can indicate a potential problem with HVAC unit or humidification system.
- Moisture Readings Moisture meters are used in specific areas of your home to measure the moisture content of its structural materials ; irregularities suggest presence of leak, problematic condensation, or water intrusion.
- Attic & Crawl Space Accessible spaces, especially the perimeter are checked for any visible sign of leaks, insect damage, or wildlife intrusion.

Owner Notification

It is the standard policy of Rainbow International to contact the property owner via email following a property check, to confirm our visit and that the property is in good condition. If any irregularities or problems are found you will receive an email notification. You will receive updates via email and/or phone. If you prefer other means of notification and communication, please check one of the options or specify otherwise below.

- Call from Inside Dwelling If your phone remains in service throughout the winter, you have caller ID, and would like to know when we are in your home, we will call you from your property phone line.
- I do not have email; please contact me via phone if needed. Property checks will be documented, and you will receive a call only in the event of a problem or irregularity.
- Other (Please Specify Below)

If there is need for a contractor in an emergency situation:

- Do not take any action until you reach me
- Contact appropriate vendor and notify me

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Winterizing

Opening

Plumbing Arrangements

- contact plumber to shut off water/winterize
- Rainbow International shut off water
- contact landscaper to shut off water to irrigation
- contact pool company to winterize pool
- contact pool company to winterize hot tub/ spa

- contact plumber to turn water on
- Rainbow International turn water on
- contact lanscaper to turn on irrigation
- contact pool company to open pool
- contact pool company to open hot tub/spa

Outdoor Furniture

- moved to storage area
- wiped with damp cloth before storage
- cushions shampooed

- removed from storage and placed outside
- dusted after placing outside

Crawl Space

- insulate/ seal crawl space to protect against wind chill factor

- vent crawl space for proper air flow

Windows & Screens

- screens removed & placed in storage, storm windows installed
- screens powerwashed (before storing)
- windows cleaned after season

- storm windows removed & placed in storage, screens installed
- storm windows cleaned (before storing)
- windows cleaned before season

Mail & Utility Services

- contact phone company to suspend service
- contact cable company to suspend service
- contact postal service to forward mail
- contact newspaper(s) to suspend delivery

- contact phone company to restore service
- contact cable company to restore service
- contact postal service to forward mail
- contact newspaper(s) to restore delivery

NOTE: Services above require dates on/after they should be performed, as well as any applicable account information.

Cleaning & Maintenance Services

The services listed below all require estimates based on their frequency and the specifics of your home. Please indicate below any services you are interested in, and we consult with you for detailed information, estimates, and scheduling.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> 'Spring' Cleaning | <input type="checkbox"/> 'Fall' Cleaning | <input type="checkbox"/> Basic Cleanings | <input type="checkbox"/> Rental Changeover Cleanings |
| <input type="checkbox"/> Carpets | <input type="checkbox"/> Hard Surface | <input type="checkbox"/> Upholstery | <input type="checkbox"/> Drapery |
| <input type="checkbox"/> Windows | <input type="checkbox"/> Air Ducts | <input type="checkbox"/> Powerwashing | |

Fire Inspection Compliance*
 Replace batteries in smoke/fire and CO₂ alarms & arrange for extinguishers to be inspected/recharged.

Light Bulb Replacement*
 Interior and exterior fixtures checked, any burned out bulbs replaced.

Air Duct Cleaning*
 All ducts and vents cleaned, Usually to coincide with HVAC scheduled maintenance.

*Unless otherwise specified, maintenance services to be performed during winter months.

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Preferred Vendors

Rainbow International regularly uses service professionals in various trades. The companies we refer to are licensed, insured, and professional, and will gladly service the needs of our clients. We do not require, however, that you use our vendors. Please specify below any contractors whom you would like Rainbow International to refer to as needed for your property, as well as contact information (if possible).

	Company Name	Phone
Electrical Contractor	_____	_____
Plumbing Contractor	_____	_____
Heating & AC Contractor	_____	_____
Landscaping Contractor	_____	_____
Appliance Repair	_____	_____
General Contractor/Handyman*	_____	_____
Pest Control	_____	_____
Carpet Cleaning*	_____	_____
Emergency Restoration*	_____	_____
House Cleaning*	_____	_____
Chimney Service/Repair	_____	_____
Pool Service/Repair	_____	_____
Duct Cleaning*	_____	_____
Painting Contractor	_____	_____
Security/Alarm Co.	_____	_____
Other	_____	_____

NOTE: Rainbow International will stay in communication with any employed vendors to verify that work has been completed. At your request and for an additional charge, we will provide photo documentation of damage, repair, and results.

*Rainbow International is a large organization which, in addition to our property management division, has the following service divisions: Floor Care, Janitorial, Disaster Recovery, and Construction. Unless specified otherwise, we will be the default vendor for these service areas.

Rates

After your property management selections have been made, Rainbow International will contact you to finalize any remaining details within your program. We will schedule a viewing of the property prior to providing an estimate. Rates for property management are based on criteria including, but not limited to: frequency of property checks; specifics of your home; winterization, opening, maintenance, cleaning & concierge services requested. Contract is renewed on an annual basis.

Official Use; To be completed by Rainbow International as needed

Square Footage of Carpeting _____	# of Standard Windows _____	# of Beds _____
Square Footage of Hardwood _____	# of Custom Windows _____	Lawn/ Deck Furniture _____
Square Footage of Tile _____	Area Rugs _____	

Notes, Account Information, Storage Information, etc: _____