

Estate Management Checklist

Property Managed to Perfection — Because We Don't MISS a Thing™



At Miss Management, our mission is to deliver exceptional estate management services tailored to each client's unique needs. We listen closely, act proactively and provide concierge level care to ensure every property is managed with meticulous attention and oversight. This checklist is designed to help us curate a plan that fits your property, lifestyle, and peace of mind.

Each level of service builds upon the next — beginning with Essential Plan, the foundation of preventive and routine oversight; expanding into our Signature Plan, the most requested level of proactive estate management; and culminating with Concierge Plan, providing seamless, luxury-level estate and lifestyle management.

Essential Plan

Included in All Estate Management Plans

PREVENTATIVE & ROUTINE OVERSIGHT

Essential Plan provides a year-round rhythm of preventative services and routine oversight — the structured foundation of every estate we manage. Core home services are coordinated with Miss Management's Preferred Vendor Network of licensed and insured professionals and scheduled throughout the year (typically one per month) to maintain your property's safety, beauty, and value. When new vendors are required, up to three will be vetted and estimates shared with the estate owner prior to scheduling. *(Vendor services billed directly by the provider.)*

- ✓ **Monthly Property Visits & Digital Reports with Photos**
- ✓ **Estate Notebook** *Customized for each property*
- ✓ **Driveway Pressure Washing** *Bi-Annual*
- ✓ **Whole Home Pressure Washing** *Annual*
- ✓ **Gutter Cleaning** *Bi-Annual*
- ✓ **Roof Cleaning** *Annual*
- ✓ **Tree Trimming** *Annual*
- ✓ **Pest Control** *Bi-Annual*
- ✓ **Interior & Exterior Window Cleaning** *Annual*

Signature Plan

The perfect balance of structure and sophistication

PROACTIVE ESTATE MANAGEMENT

The Signature Plan begins with all Essential Plan services and adds up to ten customized, home-specific services designed to meet your property's needs throughout the year. These services focus on proactive vendor management, system coordination and detailed oversight. *(Vendor services billed directly by the provider.)*

- ✓ **Includes all Essential Plan services**
- ✓ **Up to ten customized estate services designed for your home**

Pool Vendor Oversight

Alarm & Security System Monitoring Check-Ins

HVAC Oversight & Preventative Servicing

Plumbing Maintenance Coordination

Electrical & Lighting Oversight

Handyman Scheduling & Supervision

Irrigation System Maintenance

Dock & Seawall Maintenance Coordination

Generator Maintenance Oversight

Landscape & Hardscape Coordination

Vendor Scheduling, Supervision & Follow-Through

Preventative Maintenance Calendar Updates

Exterior Paint & Stucco Touch-Up Scheduling

Carpet & Upholstery Cleaning Coordination

Appliance Servicing & Preventative Maintenance

Pool Equipment & Heater Inspection Coordination

Smoke & CO Detector Battery Replacement Scheduling

Other: *Vendor coordination available upon consultation.*

Concierge Plan

Fully tailored to your unique lifestyle

LUXURY LIFESTYLE MANAGEMENT

The Concierge Plan represents a unique way of life - defined by trust, ease, and elegance. Every detail is managed with quiet precision and nothing is ever missed. The Concierge Plan is the culmination of both the Essential and Signature services, providing full estate and lifestyle management for homeowners seeking seamless luxury care and total peace of mind. (*Vendor services billed directly by the provider.*)

- ✓ **Includes all Essential Plan services**
- ✓ **Includes all Signature Plan services**
- ✓ **Full luxury-level estate and lifestyle management**

Incorporates All Essential & Signature Services

Bill Pay & Vendor Invoice Management

Renovation & Interior Design Project Oversight

Pre-Arrival Grocery & Floral Stocking

Housekeeping & Linen Coordination

Vehicle Maintenance, Detailing & Transport Logistics

Pet Care & Sitter Coordination

Holiday Décor Setup & Seasonal Styling

Guest or Event Preparation & Airport Arrivals

Home Essentials Restocking

Monthly Executive Summary & Lifestyle Reporting

Other: *Vendor coordination available upon consultation.*

THE MISS MANAGEMENT PROMISE:

Every home is managed with the same precision, discretion, and care as if it were our own. We don't MISS a thing — your property is truly **Managed to Perfection.**

Miss Management Estate Services, LLC

772.473.7532

mary@themissmanagement.com

themissmanagement.com

Miss Management
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