**BROWN BEAR INC.**

**11675 DEERFIELD DRIVE**

**TRUCKEE, CA 96161**

**530/587-2895 – MAINTENANCE/CLEANING**

**LICENSED / BONDED / INSURED**

**CSL #685711**

**Maintenance Home Inspection Contract**

**This agreement is entered on:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By and between BROWN BEAR, INC. (Agent) and (Owner):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The residence that services are to be provided for under this agreement is located at:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is for the above address only. The owner is allowing Brown Bear, Inc. to service their residence accordingly to terms agreed upon. Both the agent and the owner are subject to the following terms and conditions herby set forth.

**Service:** Brown Bear, Inc. shall provide a variety of services and inspections on a weekly basis. The owner shall allow Brown Bear, Inc. and its employees to enter the residence to perform an inspection, and/or other services on the property. This includes both the interior and exterior of the residence. Exterior inspections are subject to weather conditions around the perimeter of the residence during the winter months. Should an urgent problem arise Brown Bear, Inc. has permission from the owner to repair and/or replace in an attempt to prevent further damage from occurring in an emergency situation otherwise the owner will be notified by phone, email, or mail as to problems that should be addressed.

The agent may perform any of its services through sub-contractors, as the agent deems proper and necessary. Any services provided through Brown Bear Inc. gives Brown Bear, Inc. the right to hire and discharge all outside sub-contractors.

**Home Inspections Include Checking & Reporting the Falling Items:**

House Temperature Run Water & flush Toilets

Smell of Gas Behind Toilets & Under Sink

Security System Smell of propane/Tank level

Door and Windows Valves at Washer

Open/Close Small Appliances are off

Run Disposal Antifreeze

Dishwasher Washer/Dryer

Refrigerator Vehicles

Pests Empty Trash

Exterior Water off/on

Under House

\*Above is a guideline we TRY to follow each week\*

**Terms of Agreement:** This agreement is valid until terminated by either party. The owner shall give written 30-day cancellation notice (e-mail, fax, or mail). When all fees at the time, written notice is received, a final statement will be sent. All outstanding fees are to be paid upon the receipt of the owners’ final statement.

Owner agrees to pay monthly inspection fees. This fee is valid for the term of the agreement. All statements “Amount Due” are due & payable upon receipt. All outstanding invoices after 30 days are subject to penalty charges.

**FEES:** $60.00 – non-refundable processing fee for all new customers

 $720.00 – ANNUAL FEE – whether you stay on the program through the year/summer months or not – this is an annual fee. This can be paid in increments of $60.00 a month for the year.

 $10.00 per gallon for antifreeze (if Brown Bear supplies)

**IF YOU DECIDE TO GO OFF THE PROGRAM THERE IS A 30 DAY NOTICE TO BE SUBMITTED IN WRITING. TO START BACK ON THE PROGRAM THIS WOULD REQUIRE THE ABOVE FEES.**

\*Our inspectors, to do the best of their abilities, perform all items above. This is a guideline we try to follow each week.

Additional services provided beyond the weekly inspection (other than antifreeze, open/close of residence) will be invoiced separately.

**Indemnity:** the owner hereby agrees to indemnity Brown Bear Inc. and its employees from any damages, loss, liability, suits, claims or any accidents that may arise while under agreement including, but not limited to, liability for personal injury and/or property damage unless such loss or liability is due to the sole negligence of the agent.

**Policy:** We winterize all water/plumbing fixtures throughout the interior of the residence. If you do not want us to antifreeze you must let us know under “special instructions” on the ‘winterizing instruction’ form. If we supply our own antifreeze, the fee is added to your maintenance inspection invoice.

The residence must be accessible in the winter months. We will try to do the best of our ability to get into your residence for your home inspections. If there is no drive way access and the snow is beyond our inspectors’ capability to go through your residence it will not be inspected and this will be noted on your monthly report.

A monthly report will be sent reflecting the home inspection findings.

**Disclosure:** Brown Bear, Inc. and its employees are not responsible for any damages, loss liability, suits, claims, or any accidents that may arise by following winterization instructions provided by owner(s).

**Key & Alarm:** The owner shall provide Brown Bear Inc. with **two sets** of keys to the residence as well as any security alarm codes with instructions. If an alarm is present, it is the responsibility of the owner to notify the alarm company to allow access to the residence for Brown Bear Inc. and its employees. **We must have an e-mail, written or verbal confirmation from the property owner to release any keys/alarm code to anyone other than Brown Bear staff.**

**Property Owner Signature: DATE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*SERVICING YOUR HOMES BEAR NECESSITIES AND BEYOND……..*

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

PROPERTY

OWNER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROPERTY MANAGER/

AGENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (IF APPLICABLE)

BILLING

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOME PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORK PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAYMENT METHOD: CHECK\_\_\_\_\_\_\_CASH\_\_\_\_\_\_\_\_

**I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS AS OUTLINED AND SPECIFIED BY BROWN BEAR INC. FOR CLEANING SERVICES AT THE ABOVE ADDRESS. THE SIGNATURE OF THE OWNER AND PROPERTY MANAGER/AGENT (IF APPLICABLE) VALIDATES THIS CONTRACT FROM THE DATE WRITTEN.**

PROPERTY OWNER DATE

PROPERTY MANAGER/AGENT DATE

**SECURITY/ALARM**

**INFORMATION**

**SECURITY COMPANY NAME & PHONE NUMBER**

**COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ALARM LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALARM INSTRUCTIONS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ARRIVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ LEAVING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PASSWORD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF A NUMBER IS PRESSED IN WRONG WHAT IS TO BE DONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WE MUST HAVE AN E-MAIL, WRITTEN OR VERBAL CONFIRMATION FROM THE PROPERTY OWNER TO RELEASE ANY KEYS/ALARM CODE TO ANYONE OTHER THAN BROWN BEAR STAFF.

THE INFORMATION PROVIDED IS FOR BROWN BEAR INC. STAFF ONLY, UNLESS OTHERWISE ADVISED BY OWNER.

**LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

WINTERIZING INSTRUCTION SHEET

WE BEGIN ANTI-FREEZING IN SEPTEMBER/OCTOBER (DEPENDING ON TEMPERATURE) AND STOP IN MAY.

PLEASE CIRCLE/FILL OUT THE APPROPRIATE INFORMATION

MAIN WATER VALVE LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WATER ON: WINTER YES / NO

 SUMMER YES / NO

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANTIFREEZE IN WINTER MONTHS ONLY: YES / NO

WILL YOU PROVIDE ANTIFREEZE: YES / NO

IF NO, BROWN BEAR WILL PROVIDE ANTI-FREEZE AT $7.50 PER GALLON

IF YES, WHERE WILL YOU STORE THE ANTIFREEZE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IF YOU ARE OUT OF ANTI-FREEZE OR DO NOT HAVE ENOUGH AT THE TIME OF

SERVICE WOULD YOU WANT US TO PROVIDE ANTI-FREEZE: YES / NO

\*THERMOSTAT: WINTER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 SUMMER OFF / ON DEGREE\_\_\_\_\_\_\_\_\_\_\_\_\_

 LEAVE AS IS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*WATER HEATER OFF / ON / VACATION / LOW

 TO BE SET AT:

 MEDIUM / LEAVE AS IS

\*DO YOU HAVE AN IRRIGATION SYSTEM: YES / NO

ANY OTHER DRAINS OTHER THAN INTERIOR SINKS, TUB/SHOWERS, AND TOILETS THAT NEED TO BE OPENED YES / NO

IF YES, WHERE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BREAKER BOX LOCATED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*CLEANING STAFF WILL NOT BE RESPONSIBLE FOR SETTING WATER HEATERS, THERMOSTATS, IRRIGATION SYSTEMS AND/OR ANY SPECIAL INSTRUCTIONS. ONLY OUR TRAINED MAINTENANCE STAFF WILL TAKE CARE OF THE AFOREMENTIONED LISTED.

**LAST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROPERTY ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**