



DENISE VAUGHN  
*Investment Property*  
CONCIERGE



## PRODUCT SERVICES

- Coordinating the launch of a new Short-Term Rental
- Work with owner or designer to complete the launch in a timely manner
- Intake and unpacking of packages and install items
- Building out furniture and/or being present for large furniture deliveries
- Shop locally for items as needed
- Return of products if not needed
- Updates on property at any point with photos, videos, and/or Facetime
- Meeting contractors, service providers, wallpaper installers, painters, and handymen
- Referral to handymen if needed
- Input on what is missing in the house or what the house needs
- Organization of items such as dishware, closets, beach toys, etc.
- Disposing of broken items
- Updating you on what items need to be replaced: Rugs, dishes, games, pillows, etc.
- Changing of light bulbs, air filters, water filters, and batteries
- Cleaning of outdoor grills and checking propane tanks
- Lawncare/landscaping and maintenance checks
- Coordinating with pest control if bugs or vermin are seen
- Storm preparation: Bringing in outside furniture, boarding windows if needed, etc.
- Assistance with STR Certification requirements
- Feedback on guestbook, amenities, and property listing
- Grocery and supply delivery service for guests
- Coordinating airport rides, bon fires, boat rentals, and excursions
- Monthly or bimonthly check on cleaner's efficiency

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