YOUR
LOGO

**COMPANY NAME**

 PROPERTY MAINTENANCE RETAINER PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to provide ongoing property maintenance services under a retainer agreement. We offer reliable, professional maintenance solutions designed to keep your property in optimal condition, ensuring value preservation and tenant satisfaction.

This proposal outlines our approach to managing [Client Name]'s property maintenance needs.

# Project Objectives

The primary goals are:

- Provide proactive and reactive property maintenance services
- Ensure property upkeep, safety, and compliance
- Minimize downtime and costly repairs through preventive maintenance
- Deliver responsive support for urgent issues

# Proposed Services

Our property maintenance retainer services include:

- Routine inspections and maintenance checks
- General repairs and handyman services
- HVAC, plumbing, and electrical maintenance
- Groundskeeping and exterior upkeep
- Emergency repair services
- Vendor coordination and supervision

# Scope of Work

Scope includes:

- Initial property assessment and maintenance plan development
- Scheduled preventive maintenance activities
- On-call support for urgent repair needs
- Monthly reporting and recommendations
- Coordination with specialized service providers as needed

# Timeline

Proposed service timeline and frequency:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Frequency |
| Initial Assessment | Property inspection and maintenance plan setup | One-time |
| Preventive Maintenance | Scheduled inspections and upkeep | Monthly/Quarterly |
| On-Call Repairs | Responsive support for urgent issues | As Needed |
| Monthly Reporting | Maintenance activity summary and recommendations | Monthly |

# Pricing

Estimated cost breakdown for property maintenance retainer services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Monthly Retainer | Covers routine maintenance and inspections | [Amount] |
| On-Call Support | Emergency repair services | [Included/Additional Fee] |
| Specialized Services | Coordination with licensed vendors | [As Quoted] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted property maintenance provider with extensive experience managing residential and commercial properties.

- Experience: [X] years in property maintenance and facility management
- Expertise: Preventive maintenance, emergency repairs, vendor management
- Mission: To protect property value and ensure seamless maintenance operations for property owners and managers

# Case Studies / Testimonials

Case Study: [Client Example]

- Project: Year-round maintenance for a multi-unit residential complex
- Outcome: Reduced maintenance-related tenant complaints by 40% and improved property condition

Testimonial:
“[Your Company Name] consistently delivers prompt, high-quality maintenance services, making property management hassle-free.” — [Client Contact]

# Terms and Conditions

Payment Terms: Monthly retainer fee of [Amount], billed at the beginning of each month.
Contract Term: Minimum retainer period of [X] months.
Service Scope: Covers general maintenance as outlined; specialized repairs may incur additional costs.
Cancellation: 30-day written notice required for termination.
Client Responsibilities: Provide access to property and approve major repairs.

# Acceptance

To approve this property maintenance retainer proposal and begin services, please sign below.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name: [Client Name]
Title: [Property Owner/Manager]
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_