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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_