



The Village Watch: Home Watch Service Contract

www.thevillagewatch.com | 317.440.2286 | info@thevillagewatch.com

I. Client Contact & Billing Information:

Please Note: This form is for REVIEW only. New clients will be e-mailed a link to this form to be completed electronically

- A. Client Name(s) : _____
- B. Address: _____
- C. Primary Email: _____
- D. Secondary Email: _____
- E. Primary Telephone #: _____
- F. Secondary Telephone #: _____

II. Property Access Information:

***Note:** we will need a key for entry – we utilize a secure “number” system to lock keys to protect anonymity.

- A. Do you have an alarm system? YES or NO
 - If you answered “yes”, please provide the name of security system company, settings, alarm code/pin, and any other pertinent entry instructions:

- B. Do you have a garage door keypad? YES or NO
 - If you answered “yes”, please list entry passcode as well as instructions for opening the garage door (for instance, some passcodes are followed by a “#” or “0” to open the door): _____
- C. Do you have light timers? YES or NO
 - If you answered “yes” please provide the location of the lights with timers as well as the schedule they are set to turn on/off:

III. Local and Emergency Contact Information:

- A. Local Contact Information – Is there a neighbor or friend that is local and has access to your home? If so please provide name, address, and phone #:

- B. Emergency Notification – Should damage, illegal activity, or general concern arise and the owner cannot be contacted, the following person(s) should be contacted for recommended action and/or authorization. Should this person be unavailable, we will make the best attempt to temporarily repair/stabilize the situation at the homeowner’s expense. Please provide an emergency contact name, address, and phone #:

IV. Service Provider Contact Information:

***Note:** this section is optional – if you have particular service providers you have used in the past or prefer to be used in case of any emergency that arises. The Village Watch does maintain a list of reputable service providers that we use in case of emergency if none are provided by the client.

Insurance Company/Agent	Name:
	Phone #:
Home Warranty	Name:
	Phone #:
HVAC Service Provider	Name:
	Phone #:
Plumber	Name:
	Phone #:
Electrician	Name:
	Phone #:
Pest Control	Name:
	Phone #:
Landscaper	Name:
	Phone #:
Cleaning Service Provider	Name:
	Phone #:
Pool Maintenance	Name:
	Phone #:
	If you have any additional information about your pool or service provider (service schedule, etc), please feel free to list that here:

V. **Fee Schedule – Weekly Home Watch Service Plan**

Typical Monthly Cost: ~\$70*

Includes:

- **Formal Inspection (Every Other Week) – \$25/visit** We conduct a full interior and exterior inspection, complete with a detailed digital report, photos of any issues, and notes on your home's condition.
- **Informal Inspection (Alternate Weeks) – \$10/visit** During the weeks between formal inspections, we conduct exterior checks and a brief interior walkthrough to ensure the home remains secure and no issues have developed.

**Please note: Our service follows a weekly inspection schedule. A typical month includes four visits (two formal and two informal, approximately \$70). Actual monthly totals may vary depending on the number of inspections performed and any additional services requested.*

Exterior Inspections Include:

- Ensure all entrances are secure
- Visual check for evidence of forced entry, vandalism, theft, or damage
- Check outside faucets and hoses for leaks
- Remove newspapers, flyers, packages, mail, or other evidence of non-occupancy
- Visual inspection of roof and gutters from the ground
- Visual inspection of yard and landscaping to ensure regular maintenance
- Clear plant debris from driveway and sidewalk
- Visual inspection of pool (if applicable)
- Visual inspection of main ceiling, walls, flooring, and screening

Interior Inspections Include:

- Inspect for signs of theft, vandalism, or disturbance
- Verify all windows and entryways are secure
- Check that the security system is set and functioning properly (if applicable)
- Visual inspection of HVAC-serviced areas for signs of pest or unusual insect activity
- Note any unusual odors
- Inspect walls, ceilings, windows, tubs, and showers for evidence of water damage, leakage, or mold/mildew
- Flush toilets, run faucets, and add cleaning agent (if applicable)
- Verify temperature and humidity are within acceptable range
- Check refrigerators, freezers, and disposals are functioning
- Visual inspection of hot water heater and AC pans
- Add cleaning agent to AC drain line and change filter (if applicable)

- Check fuse box for tripped breakers or signs of power surge
- Reset clocks as needed

Detailed Reporting:

- A Home Watch Inspection Report is completed and emailed to the homeowner after each formal inspection
- Photos will be provided if there are any abnormalities or areas of concern
- Immediate phone notification if urgent issues are discovered

A. Please select your Home Watch service option:

- Weekly Home Watch Service — Typical Month: ~\$70
- YEAR ROUND RESIDENTS ONLY: “As Needed” Visits — \$25 per visit

B. Estimated Departure Date: _____

C. Estimated Return Date: _____

VI. Fee Schedule – Additional Services

- **Opening Services: \$25–\$75** depending on time involved
Services may include turning on the main water valve, flushing the hot water heater, turning on the ice maker, plugging in electrical items, adjusting the AC, opening blinds, freshening bathrooms, turning on electrical breakers, and moving furniture back out to the lanai.
- **Closing Services: \$25–\$75** depending on time involved
Services may include turning off the main water valve, emptying and turning off the ice maker, setting the HVAC system to away settings, unplugging electrical items, turning off electrical breakers, moving and storing lanai furniture, lowering lanai shutters, checking doors and windows for security, and setting out the trash can if needed.
- **Pre-Storm Preparation & Shutter Installation: \$25–\$250** depending on shutter/time involved
Services may include securing or moving outdoor furniture and installing storm shutters.
- **Post-Storm Inspection & Shutter Removal: \$25–\$250** depending on shutter/time involved
Includes inspection of the property for visible signs of storm damage, photos of any concerns, and a detailed report if applicable.
- **Auto / Golf Cart Care: \$5–\$10**
Services may include battery tender setup and removal and periodic vehicle start-ups or short drives.
- **Concierge Services / Additional Maintenance Requests:**
Services outside the scope of routine inspections may be accommodated as scheduling allows and may require additional time or separate visits. Additional fees may apply.

**Please Note: The above services are not included in the weekly Home Watch service plan and are billed separately each time they are requested.*

A. What type(s) of hurricane shutter does your home have? (mark all that apply)

<input type="checkbox"/> Panel 	<input type="checkbox"/> Accordion 	<input type="checkbox"/> Roll Down (with crank) 	<input type="checkbox"/> Roll Down (auto w/ remote or switch) 	<input type="checkbox"/> Impact Windows (no shutters)
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B. Is there any additional information that has not been addressed that you need to know?

VII. Acknowledgment

Purpose of Agreement

The purpose of this agreement is to state the duties and obligations of The Village Watch and the client, as well as to specify the care and monitoring of the home and any other services the client may request. The referenced home information is fully described within this contract and is necessary for service commitment.

Termination of Agreement

Either party may terminate the service contract with 10 days written notice. Upon cancellation, The Village Watch shall return all keys in its possession and all outstanding fees shall be due upon receipt of the termination notice.

Hold Harmless and Indemnity

The client agrees to indemnify and hold harmless The Village Watch, its agents, representatives, and employees from any and all liability that may result from damage, suits, or claims in connection with the services described in this agreement, and from any liability for injuries to persons or property suffered or sustained by any person. The client agrees to maintain adequate homeowner's insurance to protect the interests of all parties.

Damages or Missing Items

The Village Watch will not be held responsible for any damage to the property or items that are missing, switched out, lost, damaged, or stolen under any circumstances, including but not limited to theft, vandalism, actions of invited or uninvited individuals, or acts of nature.

Authorization and Approvals

All parties confirm that the service contract provided by The Village Watch and the information provided by the client are understood and agreed upon. Inaccurate or incomplete information provided by the client may affect the ability to perform services as described.

This document confirms the client's authorization for limited access to the property for the purpose of providing home monitoring services. Should unexpected home-related expenses be required, The Village Watch will make reasonable efforts to contact the client for approval. Any such costs will appear as a separate line item on the invoice.

The Village Watch requires a completed service contract for all work to ensure a clear understanding of the services requested. This contract must be completed and submitted by the client before any work can begin.

Billing

The Village Watch will email an electronic invoice at the end of each month detailing the services provided, including both routine inspections and any additional services requested. The invoice will include a link to secure payment by electronic check and is due upon receipt.

Confidential Information

The Village Watch respects our clients' confidential information and privacy. Information collected through this agreement will only be used by representatives of The Village Watch on an as-needed basis and will never be made available to, rented, or sold to third parties.

- I have read and will receive a completed copy of the service contract and understand its terms**

Client Signature: _____ Date: _____