



Concierge Services

We understand that the landlord profession is very demanding and is filled with a ton of miscellaneous small tasks that must be handled to prevent larger problems. You may not be able to afford a staff and lack the support system to get a lot of things done in a timely manner when you have to balance personal, professional and the landlording life. This service was created with you in mind.

A LC Concierge, at our discretion, will fulfill any request that you have pertaining to your investment property as long as your requests are not illegal, immoral, or unethical or would require LC or the Concierge to assume any significant degree of risk or liability.

Hourly Fee: \$25 (Minimum one hour charge)

- Note: LC has the right to refuse to fulfill any request.
- Note: Hourly charge is prorated in to 10 minute increments after first hour (i.e. $\$25 / 6 = \4.17 every ten minutes). You will be invoiced for all charges.

Client Name or Business Name: _____

Name and Title of Representative (if business): _____

Service Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Cell Phone: _____ Fax: _____

E-Mail Address: _____

How Did You Hear About LC?: _____

Describe Exactly What You Desire: _____



RATES

- LC Concierge Service \$25 per hour (Minimum 1 hour)
\$4.17 every 10 minutes after first hour

*** If you are a first-time customer, you MUST have a credit card on file to use this service.**

PAYMENT

Check One: VISA | MasterCard | Discover Card | Check

Credit Card #: / / /

Expiration Date: /

Name: (if different from above)

Signature: _____

Date: _____

IF PAYING BY CREDIT CARD: Complete payment section and fax or mail to the contact information below

IF PAYING BY CHECK: Make check payable to **Landlord Concierge** and mail with form to address listed below.

Refund Policy

Full refunds are granted up until the delivery of service(s) commences. There will not be any partial or full refunds granted after the delivery of service(s) commences.

Privacy Policy

Any information that is submitted to Landlord Concierge through the website or this form is used solely for the purpose of fulfilling your desired service(s). No information that you submit will be used for any other reason without your approval in advance.

Submit completed form, payment and applicable documentation to:

Phone: 414-763-1046 | **Email:** info@landlordconcierge.com | **Fax:** 1-800-435-4049

Address: Landlord Concierge | P.O. Box 11275 | Shorewood, Wisconsin 53211

Landlord Concierge is a Wisconsin Limited Liability Company



Legal Disclaimer for Clients

Landlord Concierge, LLC is a resource for real estate investors that provide services, assistance and support to active real estate investors and prospective real estate investors. Our purpose is limited to providing the specific service(s) that you purchase directly from Landlord Concierge, LLC. By using our specific services, you are not relinquishing your legal duties and responsibilities to your property and Tenants to Landlord Concierge, LLC as we are not a traditional property management service as we do not take over full managerial control and operation, liability, and responsibility of your property during the term of service. Unless stated otherwise in writing, we are never the designated point of contact for the Tenant as we do not get directly involved in the Landlord/Tenant relationship during or after the term of service. Landlord Concierge, LLC reserves the right to pass along the appropriate contact information, limited to name of appropriate representative (property owner if another representative is not designated) and phone number, to Tenants in the event that past, present or future Tenants contacts us with any question, comment, concern or correspondence that needs to be handled directly by the Property Owner or Representative.

Definitions:

Property Owner – Individual or company that is identified as the “Owner” on the deed to the property.

Representative – Individual or company identified as the “Leaser” or equivalent on the lease agreement that you signed when you rented the property or apartment unit.

Tenant – Person(s) that you lease or rent the property too.

By signing, you agree that you have fully read and understand the content of this disclaimer and you waive Landlord Concierge, LLC from any responsibility or liability that may arise by not properly adhering to the directions of this disclaimer.

Company Name (If Applicable): _____

Property Owner / Legal Representative Name (Printed): _____

Property Owner / Legal Representative Signature: _____

Date: _____

Alternate Point-of-Contact for Tenants with Questions, Comments, Concerns, Issues and Suggestions (required)

Full Name: _____

Primary Phone: _____