

**IMPORTANT NOTICE TO PROPERTY**

**OWNER** THANK YOU FOR USING G. SIERI PROPERTY MANAGEMENT FOR YOUR PROPERTY NEEDS. **THE FOLLOWING INFORMATION WILL BE USED AS OUR DISCLOSURE DOCUMENT**

**Smoke Detector Inspection and Carbon Monoxide Detectors**

- G. Sieri Property Management will conduct an inspection of all applicable battery operated Detectors referenced above, according to manufacturer's specifications. G. Sieri Property Management will check all detectors referenced above to verify the expiration date and that the battery is in good operating condition at the time of inspection. Due to the unpredictability of battery failure rates G. Sieri Property Management will not be held liable for batteries that fail after G. Sieri Property Management inspects the device.

**Acknowledgment of Risk.**

The Undersigned Person acknowledges the risks associated with residential fires, even when a properly operating Detector Alarm referenced above or battery is installed. The Undersigned Person also acknowledges the small risk of potential personal injury or property damage that could result from the installation of the agreed-upon Detectors referenced above or batteries.

**Waiver and Release of Liability.**

The Undersigned Person hereby releases and forever holds harmless G. Sieri Property Management and its directors, managers, employees, and any and all other persons, firms, affiliates, or corporations, from any and all claims of any kind or character which the Undersigned Person has or may have against them relating in any way to the provided Detector(s) referenced above or batteries. This waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the installation or battery replacement. In that regard, the Undersigned Person covenants to indemnify, defend, and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorneys' fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. This waiver does not extend to

any such claim or liability that is caused by the sole and exclusive intentional acts or gross negligence of the G. Sieri Property Management and its directors, managers, employees, and any and all other persons, firms, or corporations.

**Appliance inspection** - G. Sieri Property Management will perform a brief checklist inspection on all appliances to verify that all function correctly. The purpose of this brief inspection is to identify potential maintenance issues. This service will be performed at a property with a reasonable amount of appliances for a single family residence. Appliances included for this inspection will include; 1 refrigerator – freezer unit, 1 dishwasher, 1 stove, 1 oven, 1 microwave, 1 clothes washer, 1 clothing dryer. During this inspection G. Sieri Property Management will check light bulbs, Temperatures, filters, and will report any deficiencies. This inspection is not a warranty of equipment operation.

G Sieri Property Management will service most brand name appliances.

**Visual Safety / Maintenance inspection** - G. Sieri Property Management will conduct a preventative maintenance inspection on all areas with-in and outside of the residence. By performing this inspection G. Sieri Property Management will be capable of early identification of potential maintenance issues. Areas to be included in the inspection will include but is not limited to; fences, garages, gates, windows, decks, and walk ways (See Package Plan – Silver, Gold and Platinum). Following this inspection G. Sieri Property Management will report all findings to the home owner. This inspection is visual in nature and is not a warranty. G. Sieri Property Management will not dismantle, move, or adjust any siding, shingles, sheds, or the like to identify issues. This inspection is limited to a visual inspection of the property surfaces only.

**Visual Inspection For moisture** - G Sieri Property Management will conduct a visual inspection of areas that frequent moisture buildup such as; bathrooms, kitchens, showers, windows, boors, etc. G Sieri Property Management Will perform this inspection by looking at all surfaces for discoloration normally associated with moisture. In the event that G Sieri Property Management identifies a moisture related issue, the home owner will be notified. Due to the unpredictability of material and product failures G Sieri Property Management will not warrant any property after inspection.

**GFI Inspection** - G Sieri Property Management will inspect GFI's in the kitchen and bathroom of residence. This inspection will be performed using an electronic "GFCI" tester. Following this inspection G Sieri Property Management will provide the home owner with a report service

report identifying potential issues, and solutions for the described issues in writing.

**Dryer Vent Cleaning** - G Sieri Property Management will perform an inspection and cleaning service on all "serviceable" dryer vents.

**Code Compliance** – All dryer exhaust systems will be inspected according to ICCM1502 recommendations.

**Serviceable** – A dryer exhaust system will be considered serviceable if the exhaust system is in good condition, and is made of metal flexible / rigid ducts.

**Performance** - G Sieri Property Management will;

- Clean all associated and accessible ducts
- Clean areas around and under the dryer
- Identify maintenance issues, and recommend required repairs

**Winterization** – G Sieri Property Management will provide assistance with locating, and Identifying an outside licensed plumbing contractor for the home owner. As a result of Liability concerns G Sieri Property Management will not conduct winterization activities with employed personnel. Services will be scheduled based upon Licensed Plumbers Availability, at a first come first serve basis. As a Maintenance package member your Winterization services will be scheduled with-in 30 days of the start of your maintenance package start date. Due to the nature of this service, all winterization work will be scheduled between October 1<sup>st</sup>, and November 30<sup>th</sup>. Winterizations will not be scheduled after November 30<sup>th</sup>.

**Warranty** – All Warranties associated with winterization services performed will live with the licensed plumber contracted by the home owner.

**Documented Walk through** - G Sieri Property Management provides a documented walk through via Video to registered customers. This service is to be used as an insurance document in the event that the property is damaged. This document can be used as a comparison documenting a before event caption.

**Power Washing** - G Sieri Property Management offers power washing as a service in the Platinum Package. This service will be performed at a low PSI to reduce the risk of damaging surfaces, and will be limited to the decks and stairs of the single family home, or the unit owners' decks and stairs, if in a condominium, whichever the case be. In the event the home owner has ownership in a condominium and desires to have the entire building power washed, all condominium owners MUST provide G. Sieri Property Management

written consent, and agree to the language regarding power washing herein. The signer accepts full responsibility holding G. Sieri Property Management harmless as to the conveyance of this document and its clauses to those associated owners in that condominium. Before this service is performed, the service area will be assessed for adequate service condition.

The home owner MUST provide all necessary and adequate electricity and water for any and all pressure washing services. The home owner will waive, hold harmless, and release G. Sieri Property Management, its affiliates and its employees, from damages associated with connecting to and from electrical and water connections. The home owner will not impose a utility usage fee for utilities used during the service call. The Home owner will provide reasonable, and safe access to water, and electrical connections.

I agree to waive and release G. Sieri Property Management, its affiliates and its employees, from and against all claims, cost liabilities, expenses, or judgments, including attorney fees and court costs arising from G. Sieri Property Management' Pressure Washing services at the address/property, and hereby agree to fully indemnify and hold G. Sieri Property Management, from and against any and all claims. I understand and agree that by signing this waiver I am freeing G. Sieri Property Management, its officers and employees from any liability resulting from G. Sieri Property Management Pressure Washing services.

I understand that the presence/combination of water and high pressure associated with Pressure Washing present certain risks which can lead to permanent damage(s) to the structure being cleaned as well as other personal property in, under, on, or around the general area of the structure being cleaned. I understand and assume these risks and waive and release G. Sieri Property Management from and against any and all claims.

Pressure Washing WILL significantly test the strength, construction, and integrity of the

structure being cleaned. Pressure Washing CAN: cause permanent water damage or other permanent damage in, on, or around the structure and/or other personal property where the service is being performed, chip paint/block/stone, work loose siding, utility cables, or other fixtures, damage the structure itself, or other structures/personal property in the general area of where the work is performed. I understand that I need to have all moveable personal property which could be damaged by water/high pressure removed from the area on the day the Pressure Washing service is to be performed. I understand that G. Sieri Property Management will not be responsible for damage(s) to personal property left in the work area.

#### **General Cleaning of Composite Decking**

Composite decking is commonly prone to issues such as mold, mildew, and algae growth, uneven appearance and hard-to-remove food and grease stains. G Sieri Property Management uses job specific chemicals that help resolve these issues. These chemicals clean below the surface to keep it cleaner, longer, while also giving the entire composite area a uniform, consistent appearance.

#### **Exterior House Washing**

May include cleaning of the outer gutter surfaces using specialized cleaning agents to remove dirt, cobwebs, bird/insect droppings, algae and mildew. Included is the cleaning of foundation, siding, and/or brick, shutters, window and door framing, and eaves. Cleaning will be performed with commercial grade, job-specific agents that will remove and slow future growth of mold and algae. All cleaning is done with low-pressure as not to damage the surfaces of the house. Unless otherwise stated, the customer will be responsible for preparing the work site for services rendered. G Sieri Property Management will not be responsible for damage due to loose or faulty siding, stucco, wood trim, paint or any substandard maintenance condition. Any water leaking or drainage into, onto or around the structure like at doors and windows is the sole responsibility of the customer.

**Cleaning of Flat Work (i.e. Patios, Porches, Walkways, and Driveways).**

G Sieri Property Management uses industry proved cleaning methods and the highest quality biodegradable cleaning compounds to complete the job properly & on time. A high-pressure washer will be used in conjunction with the appropriate cleaning agents to remove gum, dirt, algae, mildew, grease and oil. A regular maintenance program recommended and essential in helping a property stay clean and protected.

Pressure washing saves a property money, by cutting down on the expense of recoating or replacing of materials that can and will be damaged by dirt, mold & mildew, which will cause rot, decay and premature failings of coatings & building materials. Home owner should be aware that all stains may not be able to be completely removed. Pressure washing will remove or greatly reduce most or all contaminants, greatly improving the overall appearance of the property, making the property more attractive for residents and guests. I understand that this waiver will be used against me and anyone else claiming damages in any legal action arising from G Sieri Property Management services. This waiver may not be modified by anyone in any way or form. I have personally read and understand this document.

#### **Window Washing -**

**Tempered Glass Waiver -** Releasing G Sieri Property Management from Any Liability On Tempered Glass Scratching During Cleaning Process. Due to widespread problems with poor quality tempered glass scratching during construction window cleaning, G Sieri Property Management will not be liable for any scratches on any tempered or heat strengthened glass. It is accepted and understood by ALL parties that properly used razor blades and scrapers are standard tools and techniques for construction window cleaning and can safely remove limited amounts of construction debris (plaster, paint, texture, tape, stickers, etc.) from quality glass, without scratching the glass surface. Furthermore, it is accepted, the use of razor blades and scrapers will be employed on all window cleaning and no other cleaning method will be offered by G Sieri Property Management to remove construction debris from any glass surface. This clause must be included on all contracts. If this clause is not acceptable, there is no contract between G Sieri Property Management and home owner. By accepting this estimate/proposal you agree to this waiver fully.

#### **Commercial Window Cleaning**

Prices are given that G Sieri Property Management has clear access to all areas to be cleaned with at least a three (3) foot clearance. All signage, stickers, postings, etc. are to be removed

by customer in advance of cleaning. G Sieri Property Management can give pricing to include removal of signage, etc. but pricing would only be in estimate form and G Sieri Property Management will assume no liability for breakage, damage or replacement of removed items. Price includes a quick maintenance clean that includes the application of a mild soap, agitation and then squeegee to remove water. Sills and frames will be generally wiped for excess water. Commercial pricing assumes a cleaning frequency of at least a quarterly cleaning or more. Less frequent scheduling will require more than a maintenance cleaning (see Maintenance Clean above).

#### **Storm Windows and Removable Inserts (Window Cleaning)**

Cost is based on the standard time needed to clean all of windows and doors as well as time needed to disassemble clean and re-install all storms. The final price is calculated by man hours needed to complete the job to the client's satisfaction. Time is figured from arriving at the property (unless distance to job is more than 20 minutes away) to the time they leave the property. Man hours are the total time multiplied by the number of crew members on the job multiplied by the current hourly rate charged by G Sieri Property Management. The LOW cost is based on normal full operation of all windows being present. The LOW cost is for a maintenance cleaning and does not take into consideration any additional difficulty in removing, cleaning and re-installing the storms due to unforeseeable issues. Any and all issues regarding the job and or price can be brought to the client's attention as it occurs upon request at scheduling.

If, in the process of disassembling, cleaning or reinstalling storms windows breakage occurs as a result of their being worn, aged joints, tight fitting assembly or some other logistical issue pertaining to the overall age or maintenance of the storm unit or residence, we will not be liable for the damage or cost of repair. Of course, if any breakage is due to our mishandling or accident on our part, we will assume full responsibility and promptly take care of the issue. However, if in the process of normal handling a storm window falls apart, warps or bends or glass breaks because of any non-standard issue, we do not assume liability.

#### **Priority scheduling –**

G. Sieri Property Management reserves the right to set a priority schedule list, and schedule work to be done accordingly. The highest priority service call will be placed on any service call that is for life threatening conditions. The second highest priority will be in response to utility issues. The third way of managing priority will be associated with the location type, i.e. a medical office may

receive a higher priority than a light bulb service call. The remainder of the service calls shall be scheduled by a first come first serve basis.

#### **Cancellation policy -**

We have a 48 hour

cancellation policy that we adhere to help keep our prices competitive. Rescheduling your appointment more than 48 hours ahead of the scheduled day is not a problem and we will work with you to get an appointment day that works well. Cancellations or reschedules that occur with less than 48 hours' notice will be subject to a \$45.00 fee. Implementation of this fee is at the sole discretion of G Sieri Property Management. An invoice for the fee will be sent out at the time of cancellation.

#### **Weather Policy**

Weather is out of our control and as such, we respectively request your understanding. Winter weather, Major Storms, Flooding, etc. can play a big part in scheduling our technicians work schedules. In the event that our technicians are incapable of getting to our office, or your house due to a weather emergency, this clause we will be considered your notification in advance that we will NOT be at your home, and we will reschedule accordingly. As weather disrupts our schedules, we will resume in the order that jobs were scheduled according to priority. Notification of schedule changes will be immediate, and as timely as possible.

**Rain Policy (exterior services):** If it is not raining it is our policy to complete the job as scheduled. If it is raining but the precipitation is light we will proceed as scheduled because rain does not affect the cleaning. In the circumstance of heavy rain or showers, outside work is completed within 2 or 3 clear days. All inside work is completed as scheduled to avoid disrupting your busy calendar.

**Snow Policy:** As you know, our winter weather can get nasty. If we decide not to venture out, you will receive a timely phone call, and we will reschedule your home as quickly as possible.

**Weather –** Prior to staining/sealing, the wood must be thoroughly dry. Weather is out of our

control and as such, we respectfully request your understanding. When weather disrupts our staining schedule, we must resume in the order that jobs were cleaned. We will test the wood with a moisture meter to insure that it is at or below 12% moisture content. This is the maximum allowable percentage. Final sanding and surface preparation is done at this time.

**Signage:** G. Sieri Property Management shall reserve the right to place a sign bearing the logo of our organization in a discreet location on your property facing the street. To allow our service technicians easy identification of your property.

**G. Sieri Property Management's** high quality maintenance and management services eliminate the headaches associated with long-distance investment property ownership before, during and after vacation season.

Our **Silver, Gold and Platinum Plans** provide all the coverage you need to ensure your property is in compliance, well maintained and ready to enjoy. Our services feature maintenance and comprehensive interior and exterior home inspections with special attention to the most vulnerable areas where problems typically occur.

Season-long Maintenance Options

**\* THE SILVER MAINTENANCE PLAN**

25 – point Pre-season Initial Inspection

*For Compliance Prevention and Maintenance*

**Inspections:**

- Municipal compliance inspection
- Steps/Fencing/Gates/Decks
- Post storm inspection
- Exterior trash & debris pickup (lightweight)
- Visual pest inspection (licensed exterminator)
- Visual water leak check (sinks, toilets, tubs, showers, windows, ceilings and doors)

**Safety checks**

- GFI checks
- Dryer vent Clean out
- Smoke detectors
- Carbon monoxide detectors
- Fire extinguishers

**Interior Function Check  
Systems and Appliance Inspection**

- HVAC system
- Water heater inspection
- TV's (reception/remotes)
- Telephones
- Refrigerator/Freezer

- Dishwasher
- Washer/Dryer
- Stove
- Exhaust hood
- Microwave
- Garbage Disposal
- Propane Grill & Tank
- Clocks (set)
- Lamps/Lighting (bulbs)

**\* THE GOLD MAINTENANCE PLAN**

Includes ALL Silver Package Services Plus:

*Keep Your Property Safe Before, During & After Season*

- Building Winterization Services
- Landscape Irrigation Winterization Services
- Insurance Video/Walk through (6 rooms)
- Property Inspections throughout off season

**\* THE PLATINUM  
MAINTENANCE PLAN**

Includes ALL Silver & Gold Package Services Plus:

*Turnkey Services for Total Peace of Mind*

- Weekly trash Collected and Placed at Curb for Proper Disposal, Per Locality
- Pre and Post Season Power Washing

The information included in this disclaimer shall apply to all services performed and/or agreements by G. Sieri Property Management and its affiliated companies; G. Sieri Builders, and G. Sieri Kitchen and Bath Showroom. The above information is subject to change at any moment.

**G. Sieri Property Management**

1301 West Ave A-3  
Ocean City, NJ 08226  
Phone: 609.398.3100

**G. Sieri Builders**

New Home Builder Reg. No.  
41860 Home Improvement  
Contractor No.  
13VH04124800

