



Hamllins
HOME WATCH & PROPERTY CARE

Home Watch Service Agreement

This agreement sets out the home watch services, price and authority agreed between Hamllins Home Services LLC (Hamllins) and the client named below. Complete the service plan and sign before services begin.

Your service plan

Client legal name and authorized representative _____

Property address _____

Client email and telephone _____

Service detail	Agreed instruction
Start date and end date or ongoing	
Visit frequency and preferred days	
Areas included and excluded	
Routine visit fee and billing frequency	
Extra visit / storm / coordination charges	
Payment due date or days from invoice	
Report recipient and delivery method	
Report delivery time after each visit	
Emergency spending limit per event	

A blank price, scope or spending field does not authorize extra work or spending. HAMLINS-02 supplies property instructions. HAMLINS-06 records separate job approvals. HAMLINS-11 records later changes. If instructions conflict, stop the affected task and obtain written clarification.

How we care for your home

At each scheduled visit, Hamllins observes agreed accessible areas for visible concerns, records the visit and sends a report with relevant photographs. Visits may include visible signs of leaks, unusual conditions, access problems and apparent damage. Hamllins reports observations and contacts the client about action needed. Specific arrival, departure or contractor coordination tasks must be agreed in writing.

Hamllins contact: Angela Clarke (Angie) | 941-716-3320 | angieclarke68910@gmail.com. Based in Nokomis, Florida. Service availability is confirmed for each property.

Service terms

Scope and access

Home watch provides periodic observations only. It does not include a licensed home inspection, engineering assessment, security patrol, continuous monitoring, mold assessment, insurance adjustment or a guarantee against loss. Hamllins does not open electrical panels, enter roofs or confined spaces, or perform regulated trade work under this agreement. A qualified provider must be engaged separately for work requiring a license. Contractor coordination does not include certifying workmanship, permits or code compliance.

The client confirms authority to authorize access and supplies accurate contacts, safe access, current property instructions and any association permissions. The client identifies cameras, alarms, pets, hazards, restricted areas and other scheduled visitors. The client keeps utilities, systems and property insurance appropriate for an unattended home and confirms any insurer-required visit frequency. Hamllins does not determine whether the client has met an insurer condition.

Scheduling and reporting

Hamllins follows the agreed visit frequency. If weather, an evacuation order, unsafe conditions, access failure or illness prevents a visit, Hamllins informs the client as soon as practicable and agrees a replacement visit or fee adjustment for undelivered work. Post-storm access depends on official restrictions, travel conditions and staff safety; no immediate response is promised. An alternate caretaker may attend only with the client's written approval and appropriate access instructions.

Reports describe conditions observed at the recorded time. They identify inaccessible areas and outstanding concerns. Hamllins communicates urgent concerns promptly by telephone, followed by a written record, and sends routine reports within the agreed time. Report delivery does not mean that a condition has been repaired or that the client waives a concern.

Emergencies and additional work

For immediate danger, Hamllins contacts emergency services where appropriate, withdraws to safety and attempts the client and authorized backup contact. Hamllins may arrange reasonable loss-limiting action only within the agreed authority and spending limit. A blank limit means no spending authority. Hamllins may call emergency services without spending authorization. Work beyond the limit requires written approval. Hamllins does not enter hazardous areas or promise to prevent damage.

The client approves nonroutine work, charges and the selected contractor in writing before commitment. The authorization states who contracts with and pays the contractor. Hamllins discloses any coordination fee or markup before approval and provides supporting receipts for reimbursable spending. No change is implied by silence.

Insurance payment and acceptance

Professional liability insurance

Hamllins will maintain \$1,000,000 in professional liability insurance, including errors and omissions (E&O), for contracted services. Coverage will be in force before contract acceptance. Evidence of coverage will be provided on request. Coverage is subject to the policy terms, limits and exclusions and does not replace the client's property insurance.

Payment and service changes

Invoices identify service dates, agreed fees, approved extras and credits. Payment is due as stated in the service plan. The client should notify Hamllins promptly of a disputed item; both parties will review the supporting record, and undisputed amounts remain payable. No late fee applies unless separately agreed in writing and lawful. Changes to prices, frequency or scope require both parties' written acceptance.

Either party may end ongoing service with 14 calendar days' written notice. Hamllins may suspend unsafe or unauthorized work immediately and notify the client. For nonpayment, Hamllins gives written notice and at least seven calendar days to resolve the overdue amount before suspending scheduled visits. Hamllins confirms the last completed visit, open concerns and the effective end or suspension date. Unperformed prepaid visits are refunded or credited, less separately approved nonrecoverable costs. Keys and access are returned or disabled through the handover record.

Privacy and concerns

Hamllins uses contact information, property instructions and service photographs to deliver and document services. Access is limited to people who need it for the work. Hamllins does not use property photographs in marketing without separate permission. Entry codes and passwords are shared through an agreed secure method, not in ordinary emailed reports. Relevant records may be provided to authorized contractors, insurers or advisers when needed to deliver services, resolve a claim or meet a legal obligation.

The client may raise a concern through the Hamllins contact listed in this agreement. Hamllins records it, agrees the next action and follows it through to closure. Florida law governs this agreement. Nothing in it removes a right or responsibility that cannot lawfully be excluded. Any agreed correction is recorded in writing.

Agreeing your service

By signing, the parties accept this agreement, the completed service plan and the identified property instructions. The signatories confirm their authority. Each party receives a copy.

Attached profile date / version and other agreed attachments _____

Client name and signature _____

Date _____

For Hamllins name and signature _____

Date _____



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Client and Property Profile

Keep the client contacts, property details and agreed instructions together. Update this profile when anything changes. Restrict access to people who need it to provide the service.

Keeping in touch

Client / property ID and profile date _____

Owner names and property address _____

Mailing / billing address _____

Primary contact name phone and email _____

Second owner contact name phone and email _____

Report recipient and preferred contact method _____

Departure date and expected return date _____

Emergency contacts and authority

If the client cannot be reached, contact the people below in the stated order. A contact may approve spending only if that authority is recorded. For immediate danger call 911 first.

Order and name	Telephone	Authority and spending limit
1		
2		

Owner emergency spending limit per event _____

Property insurer and claims telephone _____

Association / gate contact and restrictions _____

Access and safety

Key IDs and secure access instruction reference _____

Alarm provider contact and secure instruction reference _____

Pets occupants cameras and known hazards _____

Restricted rooms or areas and visit restrictions _____

Do not write entry codes, alarm passwords or payment card details here. Agree a secure transfer method and record only its reference. Link physical key movements to HAMLINS-05.

Getting to know your home

Client / property ID and property address _____

Item	Location and agreed instruction
Main water shutoff and authority to operate	
Water heater / irrigation instructions	
Electrical panel location only	
HVAC thermostat setting / acceptable range	
Humidity target / device location if used	
Leak sensors / sump / monitoring contacts	
Appliances to observe or operate	
Pool / spa / lanai observations	
Vehicles / garage / chargers	
Storm shutters / furniture / drainage	
Other special instructions	

Record only safe, agreed operating instructions. Do not reset tripped breakers, open equipment panels or test systems unless separately authorized, competent and legally permitted. Record an unusual condition and refer it to the appropriate provider.

Preferred service providers

Service and provider	Telephone	Who may authorize work
Plumbing		
HVAC		
Pool / lawn		
Other		

Your home before we begin

Client / property ID and walkthrough date _____

Initial walkthrough

Record existing damage, unusual conditions and agreed exclusions before routine service. Reference dated photographs and identify any follow-up needed. The walkthrough records observations, not a professional opinion of building condition.

Area or item	Existing condition / photo reference	Action or exclusion

Arrival and departure instructions

Before owner departure _____

Before owner return _____

Confirming your instructions

I confirm the contacts and instructions above and authorize access within the signed service agreement. I will promptly notify Hamlins of changes to occupancy, access, hazards or contact details. Spending authority remains subject to the agreement and any signed job authorization.

Client name signature and date _____

Hamlins name signature and date _____

Profile changes

Date	Changed instruction and approval reference	Updated by



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Home Watch Visit Record

Complete one record for each scheduled or additional visit. Record visible observations only. Mark every applicable row; explain concerns and anything not checked.

Client / property ID and address _____

Visit date and caretaker _____

Arrival and departure times _____

Visit type and current profile reference _____

Status key: O = observed with no visible concern; C = concern; NC = not checked; NA = not applicable. O is not a test result or a guarantee. Use NC when access or safety prevents a check.

Area or check	Status	Observation or photo reference
Doors windows locks and signs of entry		
Ground view of exterior and roof		
Visible drainage landscape and debris		
Pool lanai and outdoor areas		
Visible leaks stains or unusual odors		
Thermostat display and agreed setting		
Temperature / humidity if agreed		
Visible electrical / appliance concerns		
Visible pest activity		
Mail packages and agreed extras		
Departure locks alarm and utilities		

Inaccessible areas and reason _____

Readings and units where applicable _____

What we noticed and what happens next

Client / property ID and visit date _____

Items needing attention

Concern and location	Action / approval reference	Owner and due date

Urgent contact attempts with time and outcome _____

Photo / attachment references _____

Before we leave

Confirm the agreed final condition. Record any exception; do not mark a task complete if it was unsafe or not performed.

Final check	Confirmed or exception
Doors / windows secured as agreed	
Alarm restored as agreed	
Water and thermostat left as instructed	
Keys secured and access log updated	

Report sent to and method _____

Report sent date and time _____

Next visit or follow-up date _____

Completed by signature and date _____

Link an unresolved issue, missed visit or complaint to HAMLINS-10. Do not include entry codes or passwords in this report.



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Key and Contractor Access Log

Use the first page for keys and access devices and the second page for contractor attendance. Keep this record restricted. Never attach a property address to a physical key tag.

Client / property ID and record period _____

Key and device custody

Assign an ID to each key, remote or access card. Record every transfer with date, time and acknowledgement. Keep the link between ID and property in a restricted record, separate from the keys. Do not record codes or passwords in this log.

Key / device ID	Date and time	From and to	Reason / receipt or return	Acknowledgement

Secure storage reference and authorized custodians _____

Lost or compromised access

Notify Angie promptly, record the facts in HAMLINS-10 and contact the owner. Agree replacement, lock changes or credential cancellation with the owner. Do not leave a key unattended for a contractor or copy a key without written authority.

Returning your keys

Key / device IDs returned and date _____

Returned to and recipient signature _____

Hamkins name and signature _____

Access credentials cancelled or owner notified _____

Any missing item and issue reference _____

Contractor attendance

Client / property ID and date _____

Confirm owner authorization, contractor identity and agreed access before entry. Record presence and visible concerns only. Access coordination does not certify the contractor's work.

Company and visitor	Purpose and authorization reference	Arrival and departure	Escort / key ID	Exit check and notes

Before the contractor leaves

Areas accessed and restrictions observed _____

Keys recovered and doors / alarm restored _____

Unfinished work damage or other concern _____

Owner notified and follow-up reference _____

Recorded by and date _____



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Maintenance Authorization

Use this form to approve a specific maintenance task or contractor visit before money is committed. Attach the estimate and record any later change to scope or price.

Client / property ID _____

Property address _____

Date and completed by _____

Job reference and reason for work _____

Work included and excluded _____

Contractor name and contact _____

Estimate number date and attachment reference _____

Amount or responsibility	Agreed value
Contractor estimate including applicable tax	\$
Hamllins coordination fee / markup	\$
Total authorized maximum including all fees and tax	\$
Who contracts with and pays the contractor	
Access date window and required completion date	

Hamllins may coordinate only the work described above, within the total maximum. Any increase, substitute contractor or material scope change requires written client approval before commitment. Silence is not approval. Payment to Hamllins is due under the service agreement; direct contractor payments follow the client's separate arrangement. Regulated work must be performed by an appropriately licensed provider.

Client name signature / written approval reference and date _____

Hamllins acknowledgement and date _____

Completion record

Completion date actual total and receipt reference _____

Visible outcome remaining concern and owner notified _____

Record completion evidence and any follow-up; do not certify trade workmanship or code compliance. Attach supporting records if more space is needed.



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Storm Preparation and Follow Up

Agree preparation tasks and charges before a storm. Use the second page for observations after the event. Safety, official restrictions and safe access control whether and when a visit can take place.

Client / property ID _____

Property address _____

Date and completed by _____

Storm / event and requested preparation deadline _____

Authorization reference and total spending limit _____

Status: Done / Not done / NA. Record the reason for every task not done. Only perform tasks within the agreed scope, training and safe access. Shutters requiring height work or specialist handling need a qualified provider.

Agreed task	Status	Notes / photo reference
Confirm client contacts and return plans		
Secure agreed outdoor furniture / loose items		
Arrange approved shutter work		
Observe accessible drainage obstructions		
Follow specific water / utility instructions		
Photograph agreed starting condition		
Secure doors / windows / alarm on departure		

Do not enter floodwater, approach fallen power lines, work on a roof or override evacuation instructions. Do not turn off or restore utilities unless specifically authorized and safe. Hamllins does not promise to prevent storm damage.

Unfinished tasks and owner notified at _____

Visit start / finish and completed by _____

Preparation report sent to and date / time _____

Checking your home after the storm

Client / property ID _____

Property address _____

Date and completed by _____

Arrival / departure and access conditions _____

If the property is unsafe, stop and report from a safe location. Record inaccessible areas. These observations are not a structural assessment, loss adjustment or certification that the home is safe to occupy.

Area	Observed concern or no visible concern	Photo reference
Ground view of exterior / roof		
Doors windows and entry points		
Visible water intrusion / standing water		
Accessible interior if safe		
Visible utilities / equipment concerns		
Pool lanai landscape and debris		

Areas not checked and reason _____

Urgent action taken and authorization / cost _____

Client contact attempts time and outcome _____

Contractor or insurer referral and follow-up owner _____

Report sent to and date / time _____

Completed by signature and next action date _____

Link unresolved concerns to HAMLINS-10. The client contacts their insurer and decides claim instructions. Hamllins preserves dated observations and receipts without estimating an insured loss.



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Issue and Improvement Record

Use this record for a complaint, missed visit, damage, access or privacy concern, or improvement. Record facts, take immediate action where needed and confirm the result before closure.

Issue ID date raised and raised by _____

Client / property ID or internal process _____

Type and urgency _____

What happened and relevant dates _____

Immediate action and who was notified _____

Evidence report photo or communication references _____

Cause or contributing factors _____

Action	Owner	Due date	Evidence and result

Client update or agreed resolution and date _____

Effectiveness check how and when _____

Check result remaining risk and further action _____

Closed by and date or next review date _____

Closure means the action and its result have been checked. Retain the record and any required insurer notification. Keep claims, privacy and security details restricted.



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Service Change and Handover

Record an agreed change, temporary pause, owner return or end of service. Identify what takes effect, when visits resume or stop, and who receives keys and outstanding information.

Client / property ID _____

Property address _____

Date and completed by _____

Type change / pause / return / termination _____

Effective date and last visit / next visit _____

Item	Agreed detail
Change to scope frequency or instructions	
Price adjustment credit or refund and due date	
Pause start end and restart confirmation	
Outstanding concerns and responsible person	
Key / device IDs returned and recipient	
Credentials cancelled / owner action required	
Final report invoice and receipt references	

Changes require written acceptance by both parties. A termination notice may be given by either party under the service agreement; the other party's signature is an acknowledgement of the handover, not a condition of that notice. Visits during a pause or after termination occur only by a new written arrangement. Record unresolved concerns rather than treating handover as proof that the property is free of defects.

Client name signature or notice / approval reference _____

Date _____

Hamllins name signature and date _____

Copy sent to and date _____