



**We Are Licenced Bonded and Insured! And Experienced.  
For a Free Estimate Call us at 480-295-9139**

**PORTER SERVICE AGREEMENT/CHECKLIST  
for Condominiums, Apartment and Town House Communities.**

**PROPERTY GROUNDS**

**Pick up all trash, bottles and cans, paper, broken glass, cigarette butts, pick up after pets, empty public trash cans and reload with a new garbage liner.**

**POOL AREA**

**Pick up all trash, straighten pool chairs, empty ash trays, empty trash cans and reload with a new garbage liner.**

**COMMON AREA BATHROOMS**

**Reload paper and soap dispensers, clean toilet, sink and floor with a disinfectant, and clean mirror with a glass cleaner, empty trash cans and reload with a new garbage liner.**

**COMMUNITY CLUBHOUSE**

**Vacume carpet or mop floor, dust or clean interior window seals, sinks, counter tops, refrigerator exterior, oven exterior, microwave inside and out with a cleaner/disinfectant, empty trash cans and reload with a new garbage liner.**

**COMMON AREA LIGHTING**

**Replace burned out light bulbs, security and safety is our top priority for your tenants.**

**SAFETY**

**Our staff will immediately report any safety issues, vandalism, water leaks, storm damage, bee hives, to the property manager.**

**EYES AND EARS**

**\*If requested by the property manager\*, we can quietly inform the property manager of any violations of the CC&R's, expired licence tags, pets in no pet communities, for rent signs where not permitted, ect...Our staff does not and will not get involved with tenants!**

**CUSTOMIZED CHECKLIST**

**We will fulfill any additional items that you may have on YOUR spec sheet, that are not listed**

**\*Your Firm or HOA is to provide-paper products, garbage liners, hand soap and light bulbs.\***