



GRANITE SHORES
PROPERTY STEWARDS

Client Services Agreement

GENERAL SERVICES • REGULAR PROPERTY CARE • PROJECT WORK

About This Agreement

This agreement outlines the services Granite Shores Property Stewards will provide, what those services will cost, and what both Granite Shores and the client can expect from the arrangement. The goal is to keep everything clear from the beginning.

Services, pricing and any additional work will be discussed and agreed upon before work begins. If anything in this agreement is unclear, clients are encouraged to ask questions before signing.

1. Client & Property Information

Client Name: _____

Property Address: _____

Mailing Address (if different): _____

Phone: _____

Email: _____

Preferred Method of Contact: ☐ Phone ☐ Email ☐ Text

Granite Shores Property Stewards | 782-232-5253 | info@graniteshoresproperty.ca

2. Services Agreed Upon

Check each service that applies.

- ☐ Regular property checks / scheduled property care
- ☐ House sitting/property visits while the client is away
- ☐ Minor repairs or general property maintenance
- ☐ Booked carpentry or construction work
- ☐ Seasonal camp opening or closing
- ☐ Rural or remote property visits
- ☐ Storm or urgent property checks
- ☐ Wildlife-related property assessment or work
- ☐ FireSmart property assessment

- ☐ Woodlot/silviculture consultation
- ☐ Other: _____

Service Details / Special Instructions (Specific work, schedule and any special instructions should be written below so both parties have the same understanding of what is included.):

3. Visit Schedule & Reporting

- ☐ One-time service or project
- ☐ 1 scheduled visit per month
- ☐ 2 scheduled visits per month
- ☐ 4 scheduled visits per month
- ☐ Other schedule: _____

For regular property-care visits, Granite Shores will provide a written summary and photos after the visit. If something urgent is found, Granite Shores will contact the client or authorized representative as soon as reasonably possible rather than waiting for the written report.

4. Price, Billing & Additional Work

Agreed Price / Monthly Fee: _____

Billing Date or Payment Due: _____

Payment Method: _____

Unless otherwise stated in writing, quoted prices do not include work outside the agreed service. If additional time, repairs, or another project is recommended, Granite Shores will explain the work and cost and obtain approval from the client or an authorized representative before proceeding or adding a charge.

Travel, materials, third-party trades, and other costs will be charged only when they form part of the agreed service, quote, or approved additional work. Applicable taxes, if any, will be shown on the invoice.

5. Service Standards & Transparency

- The agreed service and pricing will be explained before work begins.
- Clients will not be charged for unapproved additional work.
- Where a larger job requires a licensed trade, Granite Shores may coordinate with an appropriate tradesperson. Granite Shores will discuss any related cost before the work is authorized.
- If the scope, schedule or price needs to change, the change will be discussed with the client before it takes effect.

6. Authorized Representative (Optional)

A client may choose to have a family member, friend or other representative receive reports or help with decisions about the property. Naming a representative does not remove the client's own decision-making authority unless separate legal authority provides otherwise.

Representative Name: _____

Relationship with Client: _____

Phone: _____

Email: _____

- ☐ May receive visit reports and updates
- ☐ May be contacted about urgent property issues
- ☐ May approve additional work on the client's behalf
- ☐ Holds Power of Attorney or other legal authority (copy to be provided if applicable)

7. Property Access & Safety

The client will provide the information Granite Shores reasonably needs to access and work at the property, including relevant keys, gate access, alarm information, pets, known hazards and other site conditions. Granite Shores will use this information only for the agreed services and will treat property access information as confidential.

Granite Shores will not enter or travel to a property when weather, road conditions, water conditions, property conditions or other circumstances make it unsafe to do so. Scheduled visits, including storm or urgent property checks, may be delayed or rescheduled until the property can be safely accessed.

If Granite Shores cannot safely access the property or complete the agreed service because required access has not been provided, or because of an undisclosed hazard or unsafe condition, the service may be postponed or cancelled. Any applicable charge will be discussed with the client based on the circumstances.

Access Instructions / Known Site Concerns:

8. Communication, Privacy & Records

Granite Shores will send reports and service-related information to the client and to any representative authorized in this agreement. Granite Shores will keep property, contact, and family information private and share it only as needed to provide the agreed services, with people the client has authorized, or where disclosure is required by law.

9. Changes, Pauses & Cancellation

For ongoing regular property-care services, either party may end the arrangement with 14 days' notice. The client may request a temporary pause in scheduled visits and may later request that service resume, subject to availability.

Granite Shores will provide at least 30 days' notice before a change to ongoing service pricing takes effect. One-time work or project work ends when the agreed service is completed unless the parties agree to additional work.

10. Agreement Term

Service Start Date: _____

Review Date (if ongoing service): _____

For ongoing services, this agreement continues month to month after any stated review date unless ended under Section 9. For one-time services or projects, this agreement applies to the work described in Section 2 and any additional work later approved in writing.

11. Client Acknowledgement

By signing below, the client confirms that the services, pricing and key terms of this agreement have been explained and that the client has had an opportunity to ask questions before signing.

Client Signature

Date

Client Name (Printed)

Authorized Representative Signature
(if applicable)

Date

For Granite Shores Property Stewards

Date