



VESTA

ASSET MANAGEMENT

bre #01869443

po box 720029, san francisco, ca 94172
www.vesta-assetmanagement.com | 415.994.3033

Vesta Asset Management provides concierge-based estate management to clients during occasional or extended periods of vacancy. This concierge-structured package includes personalized estate oversight on all facets related to the home including maintenance issues and repairs, competitive bid pricing, vendor oversight, payments and work completion audit. Our pricing tiers are as follows:

Silver Concierge

- Twice monthly visits and visual evaluations
- Houseplant sustenance
- Furnace and Air Conditioner review
- Maintenance repair coordination and management
- Arrangement of cleaning services as-needed
- Management of landscaping, gardening, and pool service
- Vendor payment coordination for utilities
- 24 Hour emergency maintenance contact

Gold Concierge

All of the Silver services included +

- Weekly property visits
- Maintaining regular stock of cleaning and bathroom cleaning and toiletry supplies
- Household manual compilation and updating
- Construction coordination and management
- Home Renovation project management
- Smart home locks, systems, and camera management
- Security and safety procedures assessment and management including on-call alarm response
- Establishing of annual maintenance calendar

Platinum Executive

All of the Silver and Gold services included +

- Short notice home warming and occupancy anticipation such as: house cleaning, flower delivery, grocery delivery, beer/wine/liquor delivery, extra stocking of toilet paper, paper towels, soaps, lotions, procurement of air mattress or rental furniture for guests
- Design and Construction vendor procurement and oversight
- Oversight of maintenance for vehicles kept on the premises
- Party event planning with referral/vendor management of personal chef/caterer, DJ, valet, masseuse, chauffeur/limousine, private helicopter
- Concierge-service event bookings, such as wine tasting, private tours, event tickets, tourist experience
- Guest greeting and acclimation

Whether you want someone to simply take care of property maintenance or someone to act as your Concierge in a luxury hotel, there is a level of Concierge Estate Management appropriate for you which we convey with ultimate discretion and detail.

You take care of life, we'll take care of the details.