



Service Packets

Alanya Best Service is offering 4 different service packets:

Basic service: Only Payment service and handling the Turkish government reporting

Service 1 : Basic service plus a visit at you property once every month

Service 2: Basic service plus a visit twice a month at you property

Service 3: Basic service plus a visit 4 times every month at you property

The basic packet contains:

- Payment of Water bills
- Collecting and payment of electricity bills
- Tax payment for the Turkish Government
- Telephone and Internet payment.
- We provide you with a personal login to our homepage, where you can access your own account to see the transactions.
- Key Management: We keep your keys at our office to make sure that you always have access to a spare key when needed for renters, repairmen, furniture delivery or so
- We empty your mailbox once a month and keep the mail in our office. We send you a mail when there is mail for you and pay the bills that we have agreed on
- Access to our transfers to and from airport. This can be booked directly on our webpage
- Access to our cleaning offerings. Again it can be booked directly on our webpage

Service 1 include:

- The basic packet (see above description)
- A visit in your apartment once a month. On this visit we:
 - Turn on the power and control that it is okay.
 - Flush all water installations to remove old still standing water
 - Airing of your apartment/Villa
 - Talk to the local landlord to see if anything interesting can be reported
 - The service book is updated on our webpage (starting Q3 2008). If we have any specific comment from your apartment we will send a mail to you
 - Check the property both on the inside and outside to look for sign of damages, burglary, or anything else unusual. If we find anything out of the ordinary we will contact you ASAP to agree on how to fix it.
- Access to our 24/7 service in case of emergencies
- We put up a direct call number for a private hospital in your apartment. We also register you in the hospital so that you are able to call them directly and then only have to give them your contact number. This ensures a quick way to help in case of accidents.
- Our assistance creating bank accounts or to ask for a temporary living permission to Turkey



- Assisting you getting the right insurance for your property
- Assistance when you want go buy furniture/other large things. We can help you all the way from doing the shopping to checking the delivery. When it is finish we will send you pictures from your home.
- Assistance to rent a car.

Service 2 include:

- All from the basic and Service 1 packets (see above description)
- A visit to your property twice a month instead of just once a month

Service 3 include:

- All from the basic and Service 1 packets (see above description)
- A visit to your property 4 times every month instead of just once a month
- Watering of flowers in your apartment at our visits.

Prices:

All service packets are signet for 12 month. The prices are as follows:

Service type	Price in Euro
Basic	95
Service 1	200
Service 2	300
Service 3	400

Additional info

For additional or ordering please feel free to give us a call.

Dk Number for Office: +45 344 707

Tyrkish number for office: +90 242 514 43 63

E-mail: info@alanyabestservice.com



Additional comments to out service packets

Airing	At every visit we open windows and doors to let in fresh air in the apartment / Villa. This is done for at least an hour at every visit
Bill Payment	We pay all bill from you deposit account at us. We supply you with a personal login to our webpage. This gives you access at all times to see all transactions on your account. There must always be enough money on your deposit account to pay the bills. We recommend that you always have 200-500 euro on your account
Water	At every visit we open all water taps, and showers plus we flush all toilets. The purpose is to get rid of water standing still in the drains for a long time, since this can cause smell problems. At the same time we test the water installations for leaks.
Mail box	At every visit we empty the mailbox in your apartment. The mail is collected in our office, and kept there to your next visit. On your request we can scan the letters and send them to you in an e-mail.
Damages	<p>In case of damages to your property we will contact you as soon as we see it. Together we then can decide what steps to take and how we can fix the problem in the best way. As soon as we see the damages we of course will try to prevent further damages. If necessary we can send you pictures of the damages, to help you decide what should be done.</p> <p>We have a list of trustworthy construction companies who we work with, and can take care of repairing the damages and control that it has actually been done.</p>
Visit report	With your personal login to our homepage you can check you the visit report for your property
Online accounting	With your personal login to our webpage, it is easy for you to follow your expenses and income for you property