

Welcome to the world of JoeZam Concierge and Property Management, the Coachella Valley's premier professional service agency. We offer a wide range of services at reasonable prices to discerning clients.

Our professional services range from catering and event planning, to cleaning and errand services, pet care services and transportation, airport pickup and delivery, and property management for both short and long term rentals. We can also monitor your home, condominium or apartment during your absence.

Our property open and close services afford our clients a pleasurable and stress-free visit.

The professional staff of JoeZam delivers unparalleled customer service to each client and takes great pride in doing so. Our commitment is simply to provide you the best available service anywhere.



2005 East Racquet Club Road
Palm Springs, CA 92262
760.835.6110
760.835.7110
Fax 760.318.8923



CALL US
AND
SIMPLIFY YOUR LIFE!

JOEZAMCONCIERGE.COM

PERSONAL SERVICES

Spend your time wisely. JoeZam Concierge and Property Management will meet with you to coordinate a one-time service arrangement that will meet your schedule and maximize your time for matters of higher importance.

This is not a complete list. If you need assistance with any task that is legal and feasible, we will be happy to do it.

- **House Sitting** We will keep an eye on your property when you cannot be there.
- **Cleaning** Your home will sparkle. Laundry care, organization, etc.
- **Transportation** Airport pickup, drop-off, limo service (available with home monitoring service).
- **Party and Event Planning** Whether your party is large or small, we plan it; you look like a success.
- **Time Management** Organization of your home or office
- **Waiting For Repairs and Deliveries**
- **Invitations, Thank You's, Direct Mail**
- **Internet Research** Price comparisons to make you a smarter shopper

HOME MONITORING

Our home monitoring services offers you peace of mind while you're away, whether it's for a few days or a few months.

- Check property inside and out

- Assure that pool is being properly maintained
- Assure that gardening is being done to your specifications
- Open your home before you arrive (turn on air conditioner if required, stock refrigerator and cupboards, house cleaning) so that you can concentrate on enjoying your stay.
- Start your car
- Flush lavatories and run water in baths and sinks to ensure freshness and they are in operation
- Visits will be at random times for better security
- Water plants as directed
- Bring in mail, newspaper, fliers and packages
- Rotate lights
- Raise/lower shades
- Bring trash cans in/out for refuse collection
- A monthly report will be emailed or mailed to you
See our pricing sheet for details.

ERRANDS

We offer you personal assistance for all your time consuming errands. You arrive home to groceries in your pantry, dry cleaning in the closet, the latest movie picked up and waiting for you to watch! We can do all of those errands for you and more.

- Laundry and dry cleaning drop off and pickup
- Grocery Shopping
- Gift Shopping
- Doctor Appointments
- Veterinary Appointment
- Prescription pickup and delivery
- Don't see it here? Ask us.

PROPERTY MANAGEMENT

Allow us to removed the stress from finding the right tenants for your rental property. We offer the following services and more:

- Monitor Property
- Collect Rent
- Provide Credit Checks
- Review applications and interview applicants
- Arrange cleaning, gardening and pool service
- Arrange for repairs and installations

ADDITIONAL SERVICES

We accommodate all special requests as long as they are legal, ethical and well intentioned.

- Price Comparison Research
- Internet Research
- Coordinate Household Repairs
- Key Date Reminder Services for birthdays, anniversaries and other special events
- Medication Reminder Services
- Restaurant Reservation/Recommendations
- Appointment Setting

CUSTOM PACKAGE

Don't see a package that suits your needs? Need a few one-time services? Let us help you customize a service package just for you.

Call JoeZam and learn more about how you can simplify your life.