



Elite is many things but unquestionably a precious thing.

At My Estate MGMT, it's an intrinsic reflection of the lives, lifestyles, and households of our members, and a testament to the enviable standards and bespoke services we pride ourselves on.

As a luxury organization, we support some of the most elite individuals and families at the world's most prestigious estates and households, and our reputation for trust, discretion, and consistently delivering perfection runs deep; impeccable qualities born from the Royal Standard.

Enhancing your life is where it all begins. Our tailored domestic and personal services are guided by your needs and only limited by your imagination. Our network of dedicated professionals, suppliers and go-to people, your brief will be delivered in style, on point and to perfection.

Our meticulous eye for detail has defined and determined the way we operate, which extends to finding you the perfect member of staff, establishing and maintaining appropriate standards in your properties and estates, curating or sourcing art collections, arranging luxury travel or event planning – we carefully source the finest experts every time.

MARIANA SABA

FOUNDER



### PROVIDING SEAMLESS HOUSEHOLD, TRAVEL AND LIFESTYLE SUPPORT FOR THE GLOBAL ELITE.

Each individual need is beautifully catered for from the outset and we will work tirelessly to create a memorable experience; or simply to make life more perfect, integrated, harmonious or organized.

We are ready to deliver to that very precise and precious, elite standard and we welcome the opportunity to do so.

Please call to discuss any requirement you may have.

Office: +1 (754) 275-6688

# OUR SERVICES

DESIGNED AROUND YOU

myestatemgmt.com



#### PROPERTY MANAGEMENT

Ongoing, trusted domestic management for an efficient household.

# HOUSEHOLD

Long-term planning is vital to the success of large, complex or multiple households. We offer an unparalleled consultancy service, enabling you and your management team to gain a clear understanding of your existing and future domestic requirements.

We take a hands-on and thoroughly holistic approach to household assessment, evaluating the day-to-day routines of you, your family and your team.

This assessment allows us to maintain, or exceed, standards by recruiting exceptional staff, and provide training and management to ensure continuity and a seamless service.



#### UNPARALLELED

My Estate MGMT can take care of your lifestyle on a grand scale, finding you the perfect property, refurbishing and furnishing to your exact taste, fully equipped with staff and continually maintained.

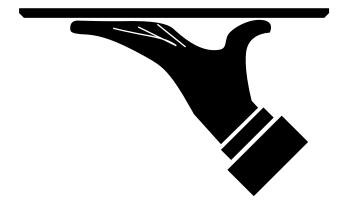
## LIFESTYLE

We offer a personal one-to-one luxury concierge service that is tailored to your individual requirements. You can be quite sure that your travel itinerary, last-minute gifting, and the retrieval of lost luggage need no longer be your concern. We take immense pride in delivering whatever you require on time, within budget and to your specification - 24 hours a day, 365 days a year.

With many years of experience delivering to discerning individuals, our seamless concierge service is also well placed to help you experience many rare, highly prized opportunities. We work proactively on your behalf sourcing, often very rare tickets, unique experiences, or perhaps uncommon objets d'art, we can also bid on your behalf at auctions should we see something we know you might wish to buy.

Often overlooked during the creation of a travel itinerary, our VIP Pet Service is ideal if you wish for your furry family members to travel comfortably and in safety. We work closely with an experienced pet handler to ensure that travelling with animals is a worry-free experience.

# STAFF



#### TRUSTED INDIVIDUALS

Hand-picked by Us, every member of our team undergoes a rigorous selection process.

A correctly sourced, profiled and supported member of staff can transform a busy household. At My Estate MGMT, we have built our enviable reputation on placing such exceptional individuals in some of the world's most prestigious households. Experience, which can come in many varieties, is the foundation of our search. However, trust, discretion and perfectionism help us to deliver an expectation-surpassing service.

Profiling and trade testing ensures we obtain a true reflection of the candidate's skill set and values. Doing so allows us to perfect the match between a member and the candidate.

Our carefully chosen professionals benefit from our continual support and guidance.



#### HIGHLY PRIZED

We have ordered, purchased and delivered many interesting and valuable items for our clients.

# COLLECTION MANAGEMENT & SOURCING

Sourcing high-value and highly sought-after products come complete with its own particular challenges.

Our expert team of knowledgeable shippers and restorers help guarantee that you receive your prized possession in perfect condition.

With a complete understanding of our clients' lifestyle, we have at times been able to pre-empt sourcing requests, identifying and purchasing highly-prized items before they ever reach the market. We will cater for all your requirements.

Naturally, we appreciate the occasional need for discretion and can comfortably uphold anonymity throughout all transactions.



#### YOUR CONTINUED COMFORT

We have access to a trusted team of professionals, expert in working with high-value property.

# PROPERTY SERVICES

High-value homes require unprecedented levels of maintenance. We have many decades' experience running such homes for the world's most distinguished families and individuals. Due to this unique insight, we are able to manage and oversee all aspects of residential maintenance with an exacting eye for detail.



#### PRE-ARRIVAL

We work to your brief, delivering a seamless at-home experience from the moment you step over the threshold.

# PROPERTY PREPARATION

Our service is ideal for frequent travellers or those who move regularly between homes. Sending staff ahead to adequately prepare your destination can be disruptive and unnecessarily expensive. Instead, allow a member of our team to prepare your destination in advance.

Flowers, food and wine will always bring joy to any situation.

Our keen eye for detail will guarantee that your home

ambience is perfect.

We can source gifts, your preferred brand of pet food, and even your favourite scented candles. All cleaning, maintenance and electronic checks are undertaken as standard. We can also assist should you require additional trusted, top-flight staff, restaurant bookings or local information.

# SERVICES

WE ARE HERE TO HELP YOU



#### EXPERTS IN LUXURY PROPERTY MANAGEMENT...

Whilst we have compiled a list of frequently requested services, we will, of course, tailor our service to you and your requirements.

#### ASSET MANAGEMENT

We can manage and track your:

- Vehicles
- Jewelry
- Yachts

#### **FURNITURE**

We can ensure your furniture is:

- Repaired (recorded)
- Managed
- Moved

#### ART

We can ensure your art is:

- Stored
- Repaired
- Valued

#### ESTATE MANAGEMENT

One of our core areas of expertise. We can:

- Manage / build projects
- Manage / maintain grounds and gardens
- Oversee and manage homes / estates

#### PROPERTY SERVICES

We can oversee all tradesmen should your home / estate need maintenance or repair:

- Electrical
- Plumbing
- Flooring
- Gardening
- AV Systems
- Decorating

#### **SPORTS**

We can ensure your pools, courts, pitches and gym are maintained.

#### **STAFF**

Our expertise in staffing and recruitment ensures we are able to provide:

- Appraisals
- Recruitment
- Payroll
- Oversight
- Household manuals

We can also offer specialist training in:

- Staff management
- Household management& standards
- Care of fine furniture & art

#### HOUSEHOLD MANAGEMENT

We have the very highest of standards in the field of Household Management. We are able to advise and help with:

#### Insurance

– Vehicle

- Art / jewellery valuations

– Animal

– Marine– Household

buildings/contents

#### Vehicle Management

Repairs

– Purchase

- Collection management

- Security

Key holding

- CCTV & storage

Alarm systems

- Background checks

#### Bookkeeping

- Budgets

– Petty cash

management

– Record keeping

– Bill / invoice payments

#### Audio-visual

- Management / servicing

Project managementInstallation / upgrade

– Repairs

- Lighting

- HVAC/BMS

- Contacts

#### Interiors

- Designers

- Builders

– Contractors

#### Soft Furnishings

- Care / manuals

– Blinds

– Upholstery

– Curtains

#### **Property Preparation**

– Chefs

– Flowers

– Food

– Wine

– Gifts

– Candles

#### LIFESTYLE

Providing you with events and memories to make your life easier is what we're here for.

#### Sourcing

– Tickets

– Special gifts

#### Bookings

– Events

- Restaurants

#### Laundry

- Management

#### Clothes

- Management

Advice

- Contacts

- Storage

– Bespoke

#### Travel Arrangements

Car services

Staff travel

- Private jet charter

 Holiday inspiration and booking

– Pet travel

- Accommodation

#### Purchasing

Property

- Personal goods

– Furniture

– Art

### CONTACT US

At My Estate MGMT, we do everything we can to take responsibility for the minutiae of daily living for our members. Please get in contact with us to find out what we can do for you today.

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