



Homeowner's Packet

*Rental Management
&
Property Management Services*

Mayan Riviera Properties

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This Homeowner's Packet is designed to familiarize you with our company, as well as our property management and rental management services.

Last Updated: October 4, 2013

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About Mayan Riviera Properties

Mayan Riviera Properties offers a complete array of property services:

- Real Estate Sales
- Property Management
- Rental Management – For Both Long Term and Short Term Rentals
- Condominium Association Administration

Our company was formally established in 1995 and is centrally located in the Puerto Morelos Town Square. We are members of AMPI (The National Association of Realtors in Mexico), as well as an International Member of the NAR (The National Association of Realtors in the U.S.).

We understand the logistical problems that ownership, particularly foreign ownership, can present and are certain that we will provide the level of service and peace of mind that you expect. We tell all of our clients – owners and renters alike – “Expect Excellence.”

OUR SERVICES ARE:

- QUALITY.** Expect Excellence!
- CUSTOMIZABLE.** We Tailor Our Services to Fit Your Needs!
- AVAILABLE & ACCESSIBLE.** Our office, located in the Town Square, is open 6 days a week. We have U.S. and Mexico Phone Numbers, as well as an after-hours emergency phone line. We also check email regularly and accept faxes.
- MULTILINGUAL.** We have staff members fluent in English, Spanish, and Italian. All of us speak at least two of the three!
- EXPERIENCED.** Over 6 Years of Real Estate Experience in Mexico’s Mayan Riviera!
- RELIABLE & PROFESSIONAL.** Our Staff is Carefully Selected and Trained!
- COST CONSCIOUS.** When Contractors or Purchases Are Necessary, We Keep Cost and Quality In Mind.

Do you require Property Management and/or Rental Management Services?

Some homeowners need Property Management Services, some need Rental Management Services, and others require both of our services. Here is a short description of the two services so that you can determine what your needs are:

Property Management Services:

Our Property Management Services gives homeowners peace of mind in knowing that their property is being cared for while they are in residence, as well as while ensuring that it is being maintained, supervised, and utilities paid while they are away. This customizable service can accommodate whatever your property's specific needs are, but often includes weekly inspections, regular maintenance, housekeeping, purchasing necessary supplies, bill payment, and supervision of caretakers. This service is provided for a flat monthly fee and is available to all homeowners, regardless of whether your property is a vacation rental or exclusively for private use.

And/Or

Rental Management Services:

Our Rental Management Services provide full service to those homeowners who rent their home to long term tenants or as vacation rentals. Our services range from complete management to basic services for those that rent-by-owner. This service is provided for a commission that is assessed with each rental.

Property Management Services

Together, We'll Design A Maintenance Program That Meets Your Needs!

- Cleaning Services
- Routine Maintenance/Contract Services
- Preventative Maintenance Plan
- Fumigation
- Landscape/Beach/Pool Maintenance
- Pay Your Property's Expenses: Including Your Bills, Expenses, Utilities, Taxes, and HOA Fees
- Coordination of Any Onsite Caretaking Staff that You Require
- Other Needs/Services That Your Property Requires

Free Quote & Consultation! We will carefully review your property and its needs with you to create a maintenance plan for your property. This plan can include any services that your property requires. Based on this plan, we can provide you with a quote for a monthly maintenance fee.

Happy To Provide References! We are happy to provide references of other satisfied MRP customers.

You Will Have Our Plan In Writing! We will provide you with a signed maintenance contract that also contains the maintenance plan for your property – ensuring is on the same pages as far as what you expect for your property.

Expect Excellence! We have owned properties in the Mayan Riviera for years and know what it takes to keep your property in great shape. Our eye for detail and excellent preventative maintenance plan helps keep your place in first class condition – ALWAYS – not just the week before you arrive! This also helps to defray your long term costs.

Frequently Asked Questions about Property Management Services:

How Often Will You Require Our Services?

Some of Our Properties Require Year Round Care, While Others Only Need Part-Time Assistance while they are away.

What About My Existing Staff?

We are happy to supervise your existing staff, if you desire to keep them working in your home.

What Is Included In My Property Management Fee?

While the amount of your management fee is dependent on the services you choose in your customized plan, it includes the administrative time and efforts that we provide for your property.

What Is Not Included In My Property Management Fee?

Generally, owners are responsible for the cost of supplies purchased by MRP to maintain your home, as well as any costs related to contracted labor for repairs (i.e. plumbers, painters, etc). These expenses will be itemized in your monthly Owner's Account Statement.

What If I Rent My Property?

If you decide to rent your property the management fees associated with the rental would be assessed separately. Our Rental Management Services are discussed in the next section of this Packet.

How Does MRP Track My Property's Expenses?

As an Owner, you will have funds in an account called the MRP Owner's Account. These funds are used to care for your property in accordance with your property's maintenance plan. We will provide you with a detailed monthly Owner's Account Statement. This statement records the expenses that we have paid for the property. We also file each of your Statements in our office, attached to the paid receipts, which are available for your pickup or review at any time.

How Can I Add Funds To My Owner's Account?

There are a variety of ways to add funds to your account: Wire Transfer, U.S. or Canadian Check, Direct Deposit from Your Mexican Checking Account, and via Mastercard/Visa. There are additional details about [Funding Your MRP Owner's Account](#) on our website.

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Rental Management Services

Consider Renting! Do you currently rent your home, or are you considering doing so? It is a great way to generate extra cash while your home is vacant. We manage both long and short term rentals.

New to the Rental Scene? Not a Problem! Do not feel overwhelmed! We provide consultation to ensure that your home is both owner and renter friendly.

Long Term Rentals:

Long Term Rentals are a great, low expense way to rent your property. Long term rental contracts for 6+ months. In long term rental management, MRP handles the tenant contract, ensures that your utilities are being paid, performs property inspections, handles maintenance issues, and collects rent. We charge 10% of the rental fee per month for this service.

Short Term Rentals:

1) Complete Rental Service Package

We offer a Complete Rental Service Package. In this package, all owners do is enjoy their rental incomes! Owners simply block out their personal use time on their property's availability calendar and MRP handles the rest.

Our Complete Rental Service Package Includes:

- **Advertisement:** The key to good rental occupancy is great advertising.
 - We have the most comprehensive advertising plan on the coast, which we continually change to ensure that your property is being seen on the most popular websites.

Many of our rental properties have all of their online advertising – even on third party sites (like HomeAway.com, VRBO.com, etc.) – for **FREE** or at a very low rate – especially those properties whose owners don't spend much time in them during our peak seasons. This is a **BIG DEAL!** No other company does this for their owners! This is over \$1000 USD in savings! Ask us how your property can qualify!!

 - Mayan Riviera Properties is proud of our state-of-the-art online booking system that is featured on our website. It generates more bookings and with less discounts!
 - Our advertising features quality photos and video that we take for your property.
 - Additionally, we network with other websites, travel agents, and booking agencies. We can also setup your property on several major vacation rental listing websites sites to further maximize your rentals.
- **Ensure Quality:** We monitor your property amenities, ensuring that the proper amenities are onsite and in good

WOW!
↓

condition. Replacement items will be purchased and re-stocked. No need to go shopping when you come down to vacation!

- **Administration:** Handle all administrative functions prior to guest arrival: Screen/Communicate with prospective guests, Send/Receive rental contract, Collect security deposits & rental fees, Answer pre-arrival questions, Acquire guest's flight itinerary, Arrange guest's airport transportation, Book tours, Set up guest check-in arrangements.
- **Accept Credit Cards:** For guest security and convenience, MRP books all rental reservations using MasterCard and Visa. The related credit card commissions for booking guests are not charged to our owners.
- **Personal, Concierge Service:** Your guests have a Guest Experience Specialist within our office. They receive personal attention from them prior to, during, and after their stay. We assist guests in making the most of their vacations by providing them with: A Property Information Book; Optional Amenity Items (Pre-paid Cell Phones, Wireless Internet USBs, Children/Baby Items, etc.); Full Time Concierge Services in our Office to assist with travel plans, tours, childcare, chef services; and 24/7 availability for any problems that should arise during your guest's stay.
- **Arrange for Cleaning/Laundry Services:** We arrange for Cleaning/Laundry Services prior, during, and after each Rental. We can use your housekeeper or use an MRP housekeeper. Cleaning and Laundry Services are charged to the homeowner.
- **Inspection:** We complete a walk-thru after each rental, prior to returning the guest's security deposit.
- **Ensure Guest Satisfaction:** We provide guests with a Survey after each rental to ensure that we are doing our very best.

MRP Commission for Complete Rental Management Service = 30% of each Rental. This commission INCLUDES credit card fees that are incurred for each rental, as well as the referral bonuses that we give to third parties as an incentive for their clients to book our properties. It may also include all or a large portion of advertising fees on third party websites – which is something NO OTHER COMPANY DOES FOR ITS CLIENTS. Please note that this commission does not include Housekeeping Fees, Laundry Fees, or Supplies that may be associated with the rental.

Rent-By-Owner Services

We're not really sure why you would want the hassle of renting-by-owner, considering the awesome marketing deal that we have for our clients, but if you do, we're still here for you! We offer two additional rental services to assist those homeowners who rent-by-owner. These two services can be contracted separately or together, whichever best suits your needs:

2) Rent-By-Owner Hosting Service:

You send us the information of your arriving guests and MRP will host your guests on your behalf, ensuring that your home is clean and ready for them upon arrival; your guests check-in through our office; we are available to address any needs that may arise during their stay; we facilitate any housekeeping/laundry you have arranged prior, during, or after their stay; we provide them with concierge services during their stay; and we inspect your home upon departure to notify you of any issue.

MRP Commission for the Rent-By-Owner Hosting Service: 10% of each Rental

3) Rent-By-Owner Reservation Service:

You may want to increase your property's marketing exposure by including it on our website, which is available to the public, as well our network of travel agents. We are happy to include your property on our website and if we generate a booking, we collect a commission for doing so.

The key to this service is that it must be a situation where an owner is willing to keep our reservation system's calendar absolutely current at all times, because our reservations can be booked 24/7 online. If you aren't able to keep our system current, then this wouldn't be a good option for you. But if you are, we are happy to promote your property.

MRP Commission for the Rent-By-Owner Reservation Service: 15%* of each Rental booked by MRP.

*Our goal is to keep our commissions as affordable as possible. Therefore we charge 15% commission for reservations, except in the following circumstance: MRP has a Referral Program that guarantees a rental referral commission to third parties (travel agents, rental agents, other Puerto Morelos websites, etc.) whose clientele book through MRP. Should one of these third parties be involved in the booking of your property, the Rent-By-Owner Reservation Service commission would be 20% of the Rental Fee for that particular rental, instead of the standard 15%.

Our Commitment to Happy Owners and Happy Guests

We tell both our property owners and vacation renters to expect excellence – and we wouldn't have it any other way. The following factors, in our experience, make for satisfied owners, vacationers...and repeat rentals, which is paramount to your property's success as a rental. We guarantee these factors to our owners and guests alike:

Property Is In Good Repair & Its Integrity Is Always Maintained. Both owners and renters expect their property to be in good condition. Therefore, we require the same to ensure that standards of excellence are always met. "Good condition" applies to the physical property and contents. We inspect each property after every rental to ensure that renters have left your property in good condition for you and your next renters. [Note: This standard, like the others, is guaranteed to our rental clients and owners. Should you be using a property manager other than Mayan Riviera Properties, please advise your property manager that your property must be kept in top condition in order for Mayan Riviera Properties to offer it for rentals.]

Satisfied Renters = Repeat Rentals. We do our very best to ensure that your rental clients are extremely satisfied. Here are the top priorities of rental clients and what keeps them returning and recommending your property:

- **Internet WiFi Connection:** Whether it's available in the common area, or is specifically for your property, internet service is a must.
- **Comfortable Mattresses and Quality Bedding:** Mattresses can be pretty darn uncomfortable in Mexico. Be sure to buy comfortable mattresses for your beds. Quality bedding won't pill and will stand up to multiple washings.
- **Property is Impeccably Clean and In Good Repair:** This includes physical residence, grounds, landscape, plumbing, electrical, A/C, etc.
- **Well Equipped Kitchen & Amenities:** Kitchens are often a reason that renters select a vacation rental over a hotel. They want to be able to do the basic cooking tasks comfortably. They also seek a private residence for the comforts of home. See Appendix Page 2 for list of guaranteed amenities.
- **Good Water Pressure:** It's basic, but we all know there is nothing worse than taking a wimpy shower.

Contact Us

Mayan Riviera Properties would like to thank you for looking through what we have to offer. Please contact us for a consultation. We look forward to serving you!!

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Furnishing Recommendations

The following list are tips to help you enjoy your home while renting effectively.

- **HAVE AN OWNER'S CLOSET:** Find a closet or space that can be locked when you leave. Use this space to keep personal items and clothes. If needed, you can replace the lost hanging space with wardrobe or wooden hanging rod similar to those in hotel rooms. Not only does this keep your personal items from being damaged, it also allows you to pack lighter!
- **WHEN BUYING TOWELS & SHEETS, WHITE IS BEST:** Whites can be bleached to keep them looking new. They also can be easily replaced (as towels and linens are what will need to be replaced most often). Colored linens and towels look great at first, but it is impossible to find replacements or to match once they have faded.
- **KEEP CLUTTER TO A MINIMUM:** We love to be surrounded by the things we love, but clutterbugs learn to live with dust -- renters don't. Don't feel that your décor needs to be sparse, but limit items to keep it looking fresh, clean, and uncluttered. Are you a clutterbug at heart? No problem, use your owner's closet to store all of your favorite things until you return to your property.
- **BUY A SURGE PROTECTOR & VOLTAGE REGULATOR FOR MAJOR APPLIANCES & ELECTRONICS:** Brownouts, as well as surges, are common in Mexico. These can instantly damage electronics and appliances, as well as significantly shorten their lifetime. Be sure to buy ones that have an indicator light to easily tell you whether they are working or not.
- **EVERYTHING RUSTS:** Even some "stainless steel" and all chrome! Living by the sea is wonderful, however it is also very corrosive. Whenever possible, select items in wood, acrylic, plastic, aluminum, etc. In the long run, this will save you major dollars in replacements.

When selecting Bath and Kitchen Fixtures, it's worth shelling out the \$\$\$ for the ones with the Lifetime finish guarantee. Save your receipt and only clean them with vinegar. Some lines from the brands of Moen, Delta, and Helvex generally offer this warranty.

- **WASHABLE/DURABLE CUSHIONS, UPHOLSTERY, AND PILLOW:** If at all possible, purchase cushions, upholstery/slipcovers, and throw pillows that have removable covers to allow for easier washing and longer usage -- Remember, no dinginess! These tend to require frequent washing and eventually replacement. To extend their usage, choose durable/washable materials (*Sunbrella* is best) and use Scotch Guard spray every six months.
- **GLASS ON TABLE TOPS:** You may want to consider having glass cut to cover your wooden end tables and night stands -- this way no one needs to be diligent about using coasters.
- **BLOCK YOUR PHONE FROM LONG DISTANCE CALLING OR PURCHASE A TELCEL:** If your phone is not blocked, incredible phone bills may result and collecting payment from renters after checkout is impossible. For this reason, we require our rental units to block outgoing phone service, if a phone line is available. There is a small telephone line lock that can be purchased and easily installed on your phone line. A better option is a TelCel cell phone which uses a widely available "Amigo" prepaid cards.
- **HAVE BEACH TOWELS -- AT LEAST ONE PER PERSON:** Purchase easily identifiable beach towels that don't look similar to your bath towels. This is appealing for renters, as they won't need to pack their own and will help save your bath towels from excessive wear and replacement.

- **PLASTIC & CORELLE DISHES:** Break-Resistant Corelle dishes (or a similar brand) is an awesome choice for sturdy dishware. In addition, you will want to plastic dishes and glasses for your guests. Not only are they great to take to the beach or to an outside patio, but those renters with young children will appreciate having them – and it will also save on broken dishes!!
- **DECORATIVE CANDLES NOT RECOMMENDED.** Decorative Candles are not recommended. Hot wax ruins furniture, and they are a fire hazard with the beach winds.
- **REMEMBER TO BUY A FRONT DOOR MAT AND RUGS FOR BEDSIDES.** To help keep sand to a minimum, purchase a door mat for each entrance that will help grab the sand. Also, include little rugs on each side of the bed so that you can wipe any sand from your feet before getting into your sheets. You'll be glad that you did!
- **DO NOT BUY RUBBER BACKED BATH MATS.** Be sure to buy small, woven bath mats that can be easily washed. The rubber backed ones will dry rot quickly and can't be washed.

Property Furnishings Checklist

This checklist of the minimums in order to help you ensure that your home is ready to rent and appealing for prospective renters.

We guarantee to our rental clients that our units all have certain amenities. These amenities are very appealing for vacationers and greatly increase rentals. The guaranteed amenities are denoted by an asterisk (*) and required for rental properties that we manage.

Capacity Number = The maximum capacity of guests that your property sleeps

Multiply By 2 Rule = Capacity x 2

Multiply by 4 Rule = Capacity x 4

Kitchen -- Don't feel like you have to have a gourmet kitchen (unless the property warrants such), and don't buy more than what your cupboards can hold, but we do guarantee that each unit has a ***WELL APPOINTED KITCHEN***. After all, a kitchen is a major reason renters choose private properties over hotels. Sam's Club and Costco the best priced and quality for pots/pans and silverware. Walmart has a nice selection of Kitchenware. Liverpool in the Plaza Las Americas Mall has a good selection of specialty items.

Dishware:

- Plates* (Multiply by 2 Rule, Corelle is a great option!)
- Bowls* (Multiply by 2 Rule, Corelle is a great option!)
- Glasses (Multiply by 2 Rule)*
- Wine Glasses* (Capacity Number at Minimum. They do have break-resistant wine glasses too, if you can find them)
- Coffee Mugs* (Capacity Number at Minimum)
- Shot Glasses or Bar Measure (At least one for measuring. Remember, Margaritas!)
- Silverware* (Multiply by Two Rule)
- Steak Knives* (Capacity Number at Minimum)*

- At least 3 Kitchen Knives
 - Large Chopping Knife*
 - All Purpose Knife*
 - Paring Knife*
 - Knife Sharpener
- Set of Plastic Plates, Bowls, and Cups* (For Children & Pool/Beach)
- Plastic, Microwavable Food Storage Containers with Lids*
- Pitcher with Lid* (Plastic)
- Assorted Plastic Bowls for Serving (for chips, snacks, salsas, sides, etc.)
- Tortilla Holder

Bake/Cookware:

- Minimum of 3 graduated sized pots & 2 graduated sized skillets with lids*
- Deep pasta/lobster pot*
- Baking Dish*
- Covered Casserole Dish
- Cookie Sheet
- Mixing Bowls*
- Teflon/Plastic Utensils* (won't rust):
 - Slotted Spoon*
 - Regular Spoon*
 - Spatulas*
 - Spaghetti Spoon*
 - Tongs*
- Trivets/Hot Pads* (Silicone Hot Pads are available at Liverpool – or bring them from home. While more \$\$, they don't need washing or get stained – much preferred!)

- Oven Mitts* (Silicone Oven Mitts are available at Liverpool – or bring them from home. While more \$\$, they don't need washing or get stained – much preferred!)
- Measuring Spoons* (Plastic)
- Measuring Cups* (Plastic)

Small Appliances:

- Microwave*
- Wide Slot Toaster*
- Blender* – Buy A Good One for Margaritas -- one with Ice Crushing Capabilities (We recommend buying an Oster Brand Blender, because replacement parts are available)
- Coffee Pot* – With Auto Shut Off & Permanent Filter (We recommend buying an Oster Brand Coffee Pot, because replacement carafes are available)

Gadgets:

- Can opener* (manual, stainless steel or aluminum)
- Cork Screw/Bottle Opener* (manual, stainless steel or aluminum)
- Veggie Peeler* (manual, stainless steel or aluminum)
- Cheese Grater* (manual, stainless steel or aluminum)
- Juicer* (A simple, plastic one is fine. An aluminium, standing “press” type is even better. (Don't bother to buy the \$20 electric ones at Walmart – they are junk.)
- Lime Squeezer* (Trust me on this one – your hand will appreciate it, manual in stainless or aluminum. Don't buy the plastic ones as they break easily.)
- Colander* (Plastic)
- Cutting Board* (Plastic)
- Kitchen Scissors
- Bag Clips* (Chip Clips or Clothes Pins)

Other:

- Plastic Silverware Sorter for Silverware Drawer*
- Plastic Dish Drying Rack* (Plastic-Coated Wire Rusts, Plastic Only is Recommended)
- Ice Cube Trays* (Your refrigerator may already have them.)
- Water Dispenser* (Preferably, the Rubbermaid Brand, as they seem to be the only ones that don't leak.)
- Lighter*
- Kitchen Towels* (At least 4 of them.)
- Kitchen Garbage Can*
- Place Mats (Plastic, Wipeable Ones – Buy as many as your dining table seats)
- Voltage Regulator for Fridge
- Surge Protector for Microwave

Bedroom –

- Heavy Duty Plastic or Wooden Clothing Hangers*
- Lamps for Reading on Night Stands*
- Alarm Clock* (One per Bedroom. Travelers get up at different times for trips, tours, etc at different times, so one per bedroom is necessary.)
- Small, simple rugs for each side of the bed.* (Great for wiping sand from your feet before getting into the sheets. Also helps to keep sand fleas from your bed and sheets!)

Bath –

- Bathroom Garbage Can* (One for Each Bath)
- Plastic Hanging Organizer for Shampoos & Soap (If Necessary. Plastic-coated wire rusts, so buy a plastic one.)
- Iron* (With auto shut-off. Believe it or not, guests do iron here. We get lots of people in for weddings and events.)
- Ironing Board*

- Hairdryer*
- Bath Rug (Purchase 2 so that they can be switched out on same day change-overs. Please purchase small throw rugs or towel style rugs that are easily laundered. Rubber-backed rugs dry rot and cannot be laundered.)

Linens – Towels can be purchased at Sam’s Club or Costco, and they also have an off-and-on selection of sheets and pillows. Liverpool or Sears in the Plaza Las Americas Mall is the best bet for bedding. Bedding is \$\$\$ here and selection is limited. Lots of people choose to bring down their bedding. Whatever you choose to do, make sure that bedding can be easily laundered. Bedspreads, instead of comforters, are great for this reason.

- Bath Towels* (Multiply By 4 Rule to allow for same day change-overs)
- Hand Towels* (Multiply By 4 Rule to allow for same day change-overs)
- Washcloths* (Multiply By 4 Rule to allow for same day change-overs)
- Beach Towels* (Multiply By 2 Rule to allow for same day change-overs. Choose a patterned towel so that they are easy to identify.)
- 2 Sheet Sets per Bed* (Don’t forget Sleeper Sofas or Futons)
- Pillows* (1 Standard Size per Twin Bed, 2 Standard Size for Double/Queen Beds, 2 King Size for King Beds – Don’t forget extra pillows for decorative shams, if you have them.)
- Quilt or Bedspread* (Cotton Quilts or Bedspreads are the best weight for this area, are easier to launder, and hold up to repeated washings. Comforter are too hot and too bulky for washing machines.)
- Blanket for Under the Top Spread*
- Waterproof Mattress Protectors*
- Extra Blanket*
- Extra Pillow with 2 Cases*

Electronics –

- Television*
- Multi-regional DVD player* [Please be SURE that it is MULTI-REGIONAL – It will say on the box. If it isn’t, it won’t play non-Mexican DVDs!]
- DVDs

- CD Player with AUX Port & Purchase an AUX cable for MP3 Players
- CDs
- Telephone (*Service must be restricted or telephones not available for renters*)
- Surge Protector(s) for TV, DVD, and Telephone

Miscellaneous -

- Scissors* (to keep in the “junk drawer” in the kitchen)
- Plain and Philips Screw Driver* (to keep in the “junk drawer” in the kitchen)
- Flashlight*
- Umbrella*
- Ashtrays* (for outdoor use)
- Rug for Front and Back Doors.* (Artificial grass or the compressed rubber rugs work well. A rug placed outside a door helps trap sand. A rug inside a door is a good place to put sandy shoes.)
- Room Safe* (Not required, but recommended – great for passports, \$, jewelry, iPods, & Laptops. A store called “Jacko” on Av. Chichen Itza in Cancun, sells a laptop size safe for about \$100 USD)
- BBQ, BBQ utensils, & Lighter (BBQs Rust – even Stainless Steel ones. A simple kettle grill is fine and can be cheaply replaced.)
- Beach Chairs* (Costco and Sam’s Club sell super aluminum, backpack style beach chairs. Purchase your Capacity Number, unless your property has beach chairs available.)
- Cooler* (A small, portable one to carry to the beach.)
- Pool Toys / Beach Toys
- Hammock
- Games (Decks of Cards, Board Games, etc.)

Cleaning Supplies -

- Toilet Brush*
- Toilet Plunger*
- Folding, Aluminum Step Ladder* (To Clean Ceiling Fans, A/C Filters and Windows, as well as Change Lightbulbs)
- Plastic Mop Bucket with Mop Wringer Insert*
- All Purpose Spray Bottle*
- Small Plastic Bucket*
- Broom*
- Dustpan*
- Small Squeegee for Windows* (available at Walmart, in the section with the Brooms/Mops)
- Garbage Bags for Kitchen Garbage Can*
- Garbage Bags for Bathroom Garbage Can*
- Laundry Detergent (If you have a W/D)
- Dryer Sheets (If you have a W/D)
- Plastic shelving unit to store your cleaning supplies in your bodega (If Necessary.)
- MRP will supply your mop. We buy a type of mop for which we can purchase replacement mop-heads.
- MRP will supply your cleaning products.

Average Rental Figures

This section is to provide an idea of a typical rental income generation for a vacation rental in Puerto Morelos.

Important things to Remember about Beach Rental Properties:

- Please keep in mind that your rental's success will depend on strong advertising, availability and location, furnishings, and amenities.
- Within several seasons, your rental will become easier to book, as you will build a base of repeat renters.
- Renting your beach property is much like renting a ski property – There is a definite season for renting it! Generally speaking, the rental season is Christmas through Easter. Depending on how those holidays fall on the calendar, it is about a 16 week season. The condo's availability during this time will definitely have an effect on the profitability of your rental income.
- Renting your property can provide handy income – even if you choose to only rent it a few weeks a year. (Some folks only rent their place for Christmas and New Year's Weeks.) However, this income is directly impacted by economy, weather, etc. So, it is NOT a good idea to purchase a property and be dependant on rentals for its upkeep or mortgage payments. Instead, consider your rental income as 'icing on the cake' -- It can cover your HOA fees, property taxes, and utilities!

Annual Rental Schedule

Here is the typical yearly rental schedule:

<u>Month</u>	<u>Typical Rented Weeks</u>
January	3-4
February	3-4
March	3
April	2
May	1
June	1-2

July	1-2
August	0-1
September	0
October	0
November	1
December	2-3

Typical Amount Total Weeks Rented Annually: 17 - 23

Annual Rental Profits

Rental Profits are a great way to offset the costs of enjoying your vacation property!

Example:

- Your Vacation Condo
 - Rents for \$1200 per Week High – Christmas - Easter
 - Rents for \$1000 per Week Low – Easter - Christmas
 - Rents for \$1500 per Week Holiday Rate – Last 2 Weeks of Dec.

- Estimate of Annual Gross Revenue:
 - Conservative Estimate:
 - December 2 weeks @ Holiday Rate (\$3000)
 - 11 Weeks @ High Rate (\$13,200)

- 4 Weeks @ Low Rate (\$4000)
- Conservative Estimate of Annual Gross Revenue = \$20,200 USD
- Aggressive Estimate:
 - December 2 weeks @ Holiday Rate (\$3000)
 - 14 Weeks @ High Rate (\$16,800)
 - 4 Weeks @ Low Rate (\$7000)
 - Conservative Estimate of Annual Gross Revenue = \$26,800 USD
- Annual Rental Expenses:
 - MRP Complete Services Fee = \$6060 - \$8040 USD
 - Cleaning & Laundry (est. \$60 USD per rental) = \$1020 - \$1200
 - Total Estimated Rental Expenses: \$7080 USD - \$9240 USD
- Annual Net Rental Income: \$13,120- \$17,560 USD