



RENTAL & PROPERTY MANAGEMENT SERVICES *OWNER'S PACKET*

This Owner's Packet is designed to familiarize you with our company and our property and rental management services.

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MAYAN RIVIERA PROPERTIES

Web: www.MayanRivieraProperties.com

Email: Info@MayanRivieraProperties.com

Phone: 248-275-5556 (USA)

Phone: 998-871-0716 (MEX)

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ABOUT MAYAN RIVIERA PROPERTIES

Mayan Riviera Properties offers a complete array of property services:

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

We were formally established in 1995 and are centrally located in the Puerto Morelos Town Square.

Our business is a member 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. Our Contractors Are the Area’s Best and Give Us the Most Competitive Pricing.

PROPERTY MANAGEMENT SERVICES

TOGETHER, WE 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.

ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS REGARDING OUR 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.
- **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.

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:

RENTAL MANAGEMENT FOR LONG TERM RENTALS! Long Term Rentals are a great, low expense way to rent your property. Long term rental contracts for 6 months, 1 year, or longer. 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:

WE ENSURE EXCELLENCE! 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. We guarantee these factors to our owners and guests:

- **PROPERTY IS IN GOOD REPAIR & ITS INTEGRITY IS ALWAYS MAINTAINED.** Owners and renters alike, expect their unit to be in good condition. Therefore, we require the same to ensure both owners and renters that our standards of excellence are always met. "Good condition" applies to the physical property and contents. We inventory 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 expectations of rental clients:
 - All bedding, linens, and furniture are in good condition -- No Dinginess!!
 - Property is Impeccably Clean and In Good Repair. [This includes physical residence, grounds, landscape, plumbing, electrical, A/C, etc.]
 - Listed amenities are present and in working order. [See Appendix Page 2 for list of guaranteed amenities]

- Kitchen is “well appointed” – adequately stocked with cookware, dishes, silverware, and necessary gadgets.
- **PROPERTY IS ACCURATELY REPRESENTED.** Mayan Riviera Properties promises to present the most accurate representation of your property for renters.

ADVERTISING! Our multi-faceted advertising program ensures that folks know where to go if they want to rent in Puerto Morelos!

- **EFFECTIVE WEB PRESENCE**
 - Individual Web Page Listing on www.MayanRivieraProperties.com
 - Social Media Exposure: Facebook, Twitter, and Blog
 - Optional Inclusion on Top Rental Portal Sites for Major Web Search Engines
 - All Web Info is Accurate and Up-To-Date: Please notify us of changes to your property, landscape, amenities, or décor so that we may update your property’s information and its website listings. Guests know exactly what and where they will be renting – No Surprises = Happy Guests.
- **AREA ADVERTISING**
 - Print Advertising
 - Centrally Located MRP Office is front and center in the Puerto Morelos Town Square. Our office has fliers, TVs, and Computers Available for Potential Guests to view our rental properties.
 - We have an established referral network that includes other rental agents, travel agents, and websites that provide potential rental guests.

FIND A RENTAL MANAGEMENT SERVICE THAT FIT YOUR NEEDS! We provide 2 Types of Rental Management Services. The first type, “Complete Rental Management Service”, is full service administration – You do nothing but cash the rental income checks. The second type, “Rent By Owner Services”, is a series of à la carte style services offered to those who rent-by-owner and don’t require complete rental management.

TYPE 1: COMPLETE RENTAL MANAGEMENT SERVICE! All you do is cash the rental income check!

- **ADVERTISE:** We take photos and advertise your property on our website. In addition, we network with various 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 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.
- **PERSONAL SERVICE:** Personally greet guests at the office, take them to your home, give them a tour of your property, ensure that they are settled in comfortably.
- **CONCIERGE:** Assist guests in making the most of their vacations by providing comprehensive concierge services during their stay: Provide a Guest Information Book in Your Property; Provide Optional Amenity Items (Pre-paid Cell Phones, Wireless Internet USBs, Children/Baby Items, etc.); Provide a Full Time Concierge 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.
- **CLEANING:** Arrange Cleaning/Laundry Services Prior, During, and After Rental – We can use your housekeeper or use an MRP staff housekeeper.
- **INSPECTION:** Complete a Home Inventory After Each Rental, Prior to Refunding Security Deposit
- **ENSURE GUEST SATISFACTION:** Provide a Guest Satisfaction Survey For Each Rental
- **MRP Commission for Complete Rental Management Service = 30% of Rental Fee**
 - This commission INCLUDES credit card fees that are incurred for each rental, as well as our referral bonuses that we give to third parties as an incentive for their clients to book our properties.
 - Please note that this commission does not include Housekeeping Fees, Laundry Fees, or Supplies that may be associated with the rental.

TYPE 2: RENT BY OWNER SERVICES! These are individual, supplemental services to those who Rent-By-Owner. Owners have the option of signing up for the Hosting Service and/or the Reservation Service.

- **HOSTING SERVICE:** Allow MRP to host the guests that you book. All you will need to do is complete a simple form for each of your confirmed bookings so that we have all of the information that we need in Puerto Morelos to greet and host your guests. MRP Hosting Service Includes:
 - Personally greet guests at the office, take them to your home, give them a tour of your property, and ensure that they are settled in comfortably.
 - Arrange Cleaning/Laundry Services Prior, During, and After Rental – We

- Assist guests in making the most of their vacations by providing comprehensive concierge services during their stay: Provide a Guest Information Book in Your Property; Provide Optional Amenity Items (Pre-paid Cell Phones, Internet USBs, Children/Baby Items, etc.); Provide a Full Time Concierge 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.
 - Complete a Home Inventory After Each Rental
 - MRP Hosting Service Commission = 10% of Rental Fee
- **RESERVATION SERVICE:**
 - We will add your property to our website and book rentals based on availability via a shared availability calendar.
 - For reservations generated by MRP – MRP will 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.
 - For guest security and convenience, MRP books all rental reservations using Mastercard and Visa.
 - MRP Reservation Service Commission = 15% to 20% of the Rental Fee *
 - 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 refer us a rental for your property, the MRP Booking Service Commission would be a total of 20% of the Rental Fee for that particular rental, instead of the standard 15%, in order to cover the additional expense.
 - The MRP Reservation Service Commission includes the Credit Card Commissions that are incurred for the rental booking.

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!!

Contact Us:

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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.
- **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 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 3 or 5 year finish guarantee. Save your receipt and only clean them with vinegar. Brands like Moen, Delta, and some Helvex generally offer this warranty.

- **WASHABLE/DURABLE CUSHIONS, UPHOLSTERY, AND PILLOWS!** 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 full payment from renters after checkout is often 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. 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.
- **HAVE A SET OF PLASTIC DISHES TOO!** While you certainly will want to have regular dishes and glasses for your guests, it's a great idea to have a few plastic plates, bowls, and cups. Not only are they great to take to the beach or to an outside patio, but those renters with kids will appreciate having them – This 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.

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)
- Coffee Mugs* (Capacity Number at Minimum)
- Shot Glass or Bar Measure (At least one for measuring)
- 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:

- 3 graduated sized pots and 3 graduate sized pans 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 (I recommend buying an Oster Brand Blender, because replacement jars are available)
- Coffee Pot* – With Auto Shut Off & Permanent Filter (I 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. Don't bother to buy the \$20 electric ones at Walmart – they are junk. If you want something that's not manual, spring for an expensive one or buy an aluminum "press" type juicer that are available in Market 23.)
- 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)
- 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*
- Water Dispenser* (Preferably, the Rubbermaid Brand)
- Lighter*
- Kitchen Towels*
- 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.)

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)
- Ironing Board*
- Hairdryer*

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 – don't buy Dry Clean Only Bedding!

- 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* (Choose a patterned towel so that they are easy to identify. Buy at least Capacity Number, plus a few extras for same day change-overs.)
- Bath Rugs (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.)
- 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.)
- 2 Small Rugs for each bed – One on either side of the bed. (To wipe the sand off of your feet before getting in. Prevents sand fleas in sheets!)
- 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 inside or outside use, as designated in your policies)

- Rug for Front and Back Doors. (Sisal type 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)
- Cooler (small one for 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)
- 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