



FUNDING YOUR OWNER'S ACCOUNT

## **MRP OWNER'S ACCOUNT**

The Owner's Account is the account, in Mexican Pesos, that you have established with MRP in order to pay for the expenses of your property. You will receive a monthly statement from MRP with your account activity. Please note that it is the responsibility of each owner to maintain sufficient funds in their account. Please maintain sufficient funds in your account to cover your average monthly expenses, plus an *additional* \$3000 pesos in reserve funds for any emergency repair.

The funds for your Owner's Account are held in a trust account, and the bank details for this account are on the following page.

Mayan Riviera Properties cannot extend credit to cover expenses when your owner's account has a negative balance. Please deposit funds in a timely manner so that we can continue to pay your employees and services without interruption of service. We thank you for your understanding in this matter.

Any rental income will be credited to your Owner's Account on the day of Check Out.

Should you have any questions regarding your Owner's Account Statements, please contact Admin@MayanRivieraProperties.com.

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There are a variety of ways to add funds into your Owner's Account that you have with Mayan Riviera Properties:

- 1) **Cash – Pesos:** For security, we do not accept cash deposits at our office. However, you are welcome to deposit cash into the Owner Bank Account.
- 2) **Mexican Check:** Please make check payable to "Enterprises Riviera Mayan S. de R.L. de C.V.". Your check can be received at the MRP Office or deposited directly into the trust account.
- 3) **US or Canadian Check:** Please make check payable to "Enterprises Riviera Mayan S. de R.L. de C.V.". Your USD or CDN check may take up to 4 weeks to clear in Mexico. This check can be received at our office in Mexico. This is a great way to fund your account in advance, but is not an option to fund your account when funds are required in the short term. Please note that foreign checks are cashed through CI Banco's check cashing service. You will receive a better exchange rate if you pay via wire transfer.
- 4) **Wire Transfer:** You may send a national or international wire transfer to our trust account. It will be credited to your Owner's Account, in pesos, at the exchange rate that it was received. Please see the wire transfer instructions on the following page.

[Banamex charges to receive wires. This fee will be deducted from your deposit and recorded in your Owner's Account Statement.]

- 5) **Credit Card:** You may fund your account using your credit card. We accept Mastercard and Visa. We will require the following information to process the charge: Card Type, Card Number, Expiration Date, Security Code, Name As It Appears on the Card, & Billing Address of Card.

[Our merchant account provider charges a 5% commission on all credit card charges. This fee will be deducted from your deposit and recorded in your account statement.]

## **MRP OWNER'S ACCOUNT:**

### **Deposit Information for the Trust Account in Pesos**

**\*\*\*IMPORTANT\*\*\*:** Please contact Admin@MayanRivieraProperties.com with the Date & Amount of your deposit so that we can properly credit your Owner's Account.

#### **ACCOUNT INFORMATION:**

Beneficiary Name: Enterprises Riviera Mayan S. de R.L. de C.V.

Beneficiary Address: Av. Rafael E Melgar  
SM1 MZA 1 Lote 2  
Puerto Morelos, Quintana Roo  
Mexico, 77580

Account Number: 8425725

CLABE Number: 002691700684257258

[Some banks require the CLABE instead of the account number.  
Please check with your bank to be sure which number they  
require.]

#### **BANK INFORMATION:**

Bank: Banco Nacional de Mexico S.A. ["Banamex"]

Bank Address: Integrante del Grupo Financiero Isabel La Catolica  
No 44 Centro  
Mexico City D.F., Mexico  
Mexico, 06000

Branch Address: Av. Tulum #19  
SM 5 Colonia Centro  
Cancun, Quintana Roo  
Mexico, 77500

SWIFT: B N M X M X M M