



PROPERTY MANAGEMENT SERVICES



CR Luxury Vacation Properties & Tours is pleased to offer an exclusive package of property management services to Los Sueños owners.

Because of our professionalism and quality of service, we are the only property management agency recommended by the Los Sueños Resort and Marina Corporation.

Discover the Adventure
Live the Dream!

LOS SUEÑOS MARINA & GOLF RESORT • PLAYA HERRADURA • COSTA RICA
TOLL FREE 1.866.525.2188 • PH 506.2.637.7105 • FAX 506.2.637.7140 • www.CRLuxury.com



Set up of services:

- Telephone (residential and cellular lines)
- Cable or DSL Internet
- Electricity
- Content and liability insurance

Bill payments (owner's responsibility to provide funds in advance to cover these items)

- Utilities (phone, electricity, internet)
- Homeowner association dues
- Mortgages (wire transfers will be billed extra)
- Property taxes
- Insurance
- Other services as requested by owner

Owner must provide funds in advance to cover these items.

Weekly property inspection

- Leaks (plumbing fixtures, hot water tank, dishwasher, washing machine)
- Windows and doors secured
- General cleanliness (insects, mildew, etc)
- Health of plants
- Appliances functioning (fridge, air conditioner)

Inspections reports will be kept on file, and items of concern will be communicated to owner immediately.

Crisis management and emergency response

- Alarms
- Leaks
- Fire

Repair / clean-up services will be billed extra.

Supervision of deliveries

- Furniture
- Appliances
- Packages

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Liaison with lawyers

- Special power of Attorney
- Formation of S.A.'s
- Other legal documents

Legal fees will be charged extra.

Diamond Concierge services

- Car and golf cart reservations
- Tours
- Airport shuttles
- Restaurant reservations
- Grocery service
- Cots and cribs rental
- Washing of personal vehicles & golf carts
- IT support service

For a monthly fee of \$200.00 for units not under rental management and \$90.00 for units under our rental management, you will receive the above services.

We are happy to provide the following additional services, which will be billed separately from the regular monthly fee

- Cleaning services (regular schedule or as required)
- Repairs and preventative maintenance (includes supervision of workers)
- Yearly filling of tax returns for S.A.
- Updating of legal books for S.A. and changes to board of directors
- Translation / interpretation
- Vehicle inspections and insurance (riteve, marchamo)
- Any additional services requested by the owner

Owners will receive detailed statements of account. In addition, CR Luxury will maintain a designated file with receipts, paid invoices and inspection reports for each property, which will be available for viewing by the owner upon request.

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