



FUNDING YOUR OWNER'S ACCOUNT

## **MRP OWNER'S ACCOUNT**

The Owner's Account is the account 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* \$250 USD for any emergency repair.

Mayan Riviera Properties cannot extend credit to cover expenses when your owner's account has a negative balance. We will contact you when your account balance is low. 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. Please notify MRP as to whether you prefer that we credit your rental income to your Owner's Account in pesos or mail you a check in USD.

Should you have any questions regarding your Owner's Account Statements, please contact Laura Lecchi [Laura@MayanRivieraProperties.com].

## **FUNDING YOUR OWNER'S ACCOUNT**

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

- 1) **Cash Deposit:** We can accept up to 10,000 pesos in cash deposits here at the MRP Office. For security reasons, we ask that any major cash deposits are deposited directly into our HSBC account. There are a variety of HSBC branches in Cancun and Playa del Carmen. Please see the HSBC Bank Information on the following page for deposit details.

[Mexico charges a 3% tax on all cash deposits. This tax will be deducted from your deposit and recorded in your account statement.]

- 2) **Mexican Check:** Please make check payable to "Laura Anna Maria Lecchi". Your check can be received at the MRP Office or deposited directly into the HSBC account. Please see the HSBC Bank Information on the following page for deposit details.
- 3) **US or Canadian Check:** Please make check payable to "Laura Anna Maria Lecchi". Your USD or Canadian Dollar check may take up to 4 weeks to clear 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 checks may be mailed to the following US P.O. Box address. Using this P.O. Box adds an additional 2 weeks to the time required to clear the payment.

Mayan Riviera Properties  
P.O. Box 025385  
Mex: 27117 Suite: 117  
Miami, FL 33102

- 4) **Wire Transfer:** You may send a national or international wire transfer to our HSBC 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.

[HSBC charges a fee of 140 pesos to receive transfers. 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 HSBC Peso Account**

**IMPORTANT: PLEASE CONTACT MRP WITH THE DATE & AMOUNT OF YOUR DEPOSIT, SO THAT WE CAN PROPERLY CREDIT YOUR OWNER'S ACCOUNT STATEMENT.**

**DIRECT DEPOSIT:**

Bank: HSBC Mexico  
Beneficiary Name: Amber Rae Pierce  
Account Number: 4039121249

**INTER-BANK TRANSFER (For Transfers from Other Mexican Banks):**

Bank: HSBC Mexico  
Beneficiary Name: Amber Rae Pierce  
Account #: 4039121249  
Clabe Interbancaria: 021691040391212492

**INTERNATIONAL WIRE TRANSFER:**

Bank: HSBC  
Central Address: HSBC Mexico S.A. Institution de Banco  
Paseo de las Performa 156  
Mezzanine  
Mexico City, Mexico  
Branch #: 1982  
Branch Address: Plaza Hollywood  
Avenida Coba  
SM 35 MZA 1 Lote 1  
Cancun, Quintana Roo  
Mexico 77500  
Beneficiary : Amber Rae Pierce  
Account #: 4039121249  
Clabe: 021691040391212492  
SWIFT: B I M E M X M M  
Address: SM 2 MZA 4 Lote 5  
Planta Baja, Local H  
Puerto Morelos, Quintana Roo  
Mexico 77580