

## NON-LEGAL SERVICES (CONCIERGE)

Lima y Asociados offers you a multidisciplinary approach, which allows us to offer you non-legal services, such as:

1. Make appointments with verified providers for any necessary services.
2. We represent clients in appointments or other obligations.
3. Here are the services that Lima y Asociados offers in the area of real estate management:

- A. Management of the collection of the agreed rental fees and their deposit in the client's bank account or in the manner indicated by the client.
- B. Forwarding of the balance of the rental fee to the account provided by the client (depending on what is established in the rental contract).
- C. Payment of maintenance fees for the condominiums.
- D. Contracting or unsubscribe from various services.
- E. Payment of public services (electricity, telephone or cable, as provided in the contract with the tenant)
- F. Verification that THE PROPERTY is being given maintenance to the air conditioners installed against payment receipts to suppliers and that are the responsibility of the tenant (as agreed in the rental contract lease).
- G. Prepare and submit a bimonthly statement of account, with the income and expenses of the same.
- H. Inform of any obligation, matter, position or responsibility that corresponds to the PROPERTY by reason of the lease, as long as we have received the information first hand to be able to relay it to the client.
- I. To purchase furniture and appliances necessary to equip the property or their replacement, due to time of use or permanent damage.
- J. Payment of property and income taxes due to the rental of THE PROPERTY.
- K. Hiring various services in the event that there is damage to THE PROPERTY whose responsibility does not correspond to the tenant. This includes the supervision of repairs in the apartments, as well as their adequacy when leaving a tenant and arrival of another.



### ASSOCIATED SERVICES

Lima y Asociados can assist you with other services associated with your request, such as:

- Assistance in opening a bank account
- Translation services
- Transportation services
- Notary visits
- Document's certification

### FEES

Fixed amount of legal fees and payment of approximate expenses. According to the general contracting conditions.