



# Property Management & Real Estate Buyers´Agents

## WE SPECIALIZE IN

- \* REAL ESTATE ADMINISTRATION
- \* ACCOUNTING AND LEGAL ADVICE
- \* SERVICE WITH INTEGRITY

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### SERVICES WE CAN DO FOR YOU:

#### PROPERTY MANAGEMENT

- Repairs
- Rentals
- Supervise
- •Cleanning and more...

#### INTERIOR DESIGN

- Furniture home & Lounge (Made in Mexico)
- •Flooring (Interior, Exterior and Pools)
- Bathroom's Installation
- •Roofing/Waterproofing Products (MAPEI)
- •Remodeling/Upgrading
- Pools Maintenance & Instalation

#### REAL ESTATE BUYERS' AGENTS

• Counseling & Recommendations

#### **ACCOUNTING & LEGAL ADVICE**

- •General accounting services
- Integral support in tax matters
- •Support in the preparation of procedures in any govermental departments
  - \*National Institute if Migration
  - \*Ministry if Finance
  - \*Mexican Institute of Social Security
  - \*Municipality of Puerto Vallarta
  - SAT and so on.
- •Integral support in Labor matters
- Preparation of contracts and all types of legal documents
- •Support in the preparation of annual owners meetings.