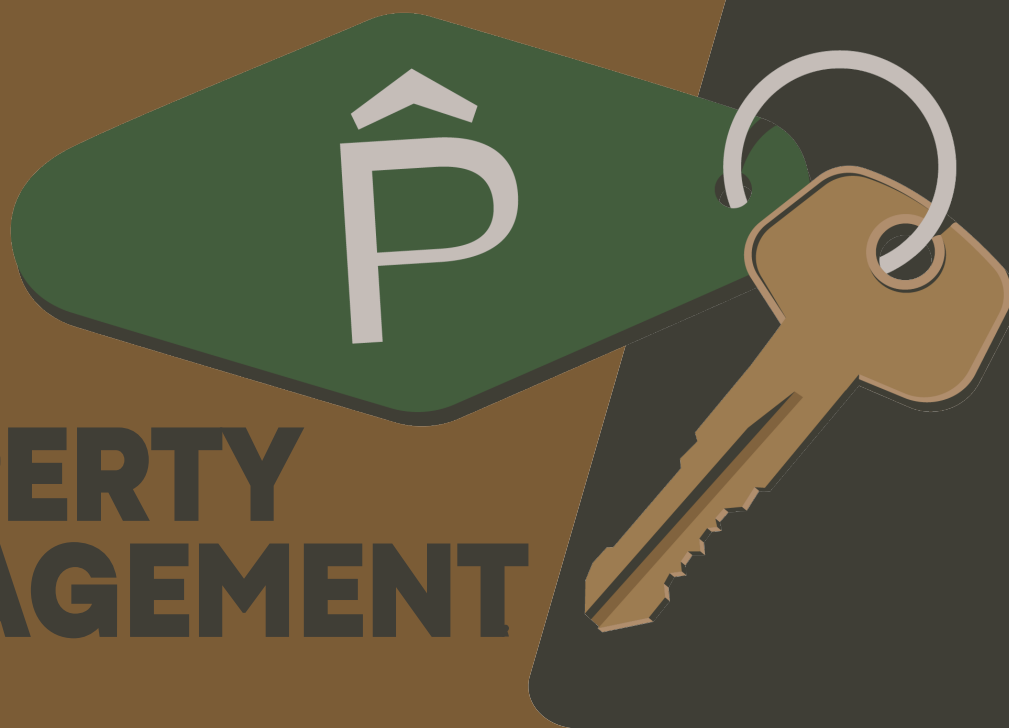




**PROPERTY
MANAGEMENT**

COMPREHENSIVE PROPERTY MANAGEMENT.

Our main responsibility is that your property is always in optimal conditions for your use and enjoyment. For such purposes, we have the best work teams with effective response capacity:

- 👤 Housekeepers.
- 👤 Maintenance.
- 👤 Concierge.
- 👤 management of vacation and long-stay rentals.

The vacation rental management is an optional service that PRET provides, and it's a separate service from the Property Management. We manage vacation rentals and long term rentals for those owners who want to be able, either to rent out their vacation homes while not using them or for those owners who have chosen to rent out the property for longer periods of time.

We understand the need of some owners to earn income on their real estate investment through vacation and/or long-term rentals. In order to meet this need and help our owners earn income, which also helps mitigate operating and maintenance costs; We have a relationship and strategic alliances with a selection of Real Estate Agents that refer business, who are used to working with our targeted market and which is consistent with the magnitude of the investment and its environment. Additionally, we seek to achieve a higher level of exposure of the property through our website www.pret.do/vacationrentals, as well as through the use and management of globally trending digital channels. Our vision and commitment is to expose the property to attract short or long-term reservations, and meticulously manage these rentals in order to preserve the property and its integrity as much as possible.

As Property Administrators, the PRÊT Team will use its experience, skills and efforts to serve the interests of the property owner, always seeking to provide a solution to the needs that may come up, by choosing the best and most competitive alternatives in the market, thus seeking an intelligent and fair investment.

We offer the owner a peace of mind within our service structure, a trained management staff to execute, direct and supervise the works and services that are carried out within their property, whether they are carried out directly by our Company and its direct staff or by subcontractors hired for specific jobs or tasks.



WHAT IS THE SCOPE OF OUR PROPERTY MANAGEMENT SERVICES?



- 👤 Management and Exclusive Custody of Keys and access to the Property.
- 👤 **Payment management service (electricity, water, telecommunications, general maintenance and residential or condominium maintenance).**
- 👤 Scheduling and supervision of housekeeping services (cleaning) as required, with a minimum of one per week.
- 👤 **Functionality Inspection Visits (Maintenance): A weekly visit or as necessary, for maintenance inspection and proof of the correct functioning of all physical, electrical and electronic facilities within the property.**

HOUSEKEEPING: The housekeeper service provided by our company is one of our greatest pride. For more than 12 years our owners and guests have distinguished and recognized us for the quality, skill and discretion of the service of our Housekeeping Department. We have a stable team of assistants who work with care and attention to detail, so that your property is always ready for use and enjoyment according to your requirements. All our administration contracts establish a minimum frequency of housekeeping service of once a week in order to guarantee an optimal state of cleanliness. This service, its periodicity and its scope may vary depending on the specific needs of each owner/property, and can be adapted depending on what is required by each client.

In addition to the regular weekly scheduled housekeeping services to maintain the property, we offer extraordinary and personalized services that can be coordinated through your PRET Concierge. The three main modalities are:

Housekeeping Service - Hotel Modality: Consists of a visit from the housekeeper to refresh and order the property while it is occupied by guests. The Housekeeper makes the beds, refreshes the cleaning of the kitchen and bathrooms, accommodates and orders the elements in the different areas of the property and removes the solid waste that is in the property.

Comprehensive Housekeeping Service: Consists of the complete and deep cleaning of the property, including linen washing. The housekeeper dedicates all the necessary time during her workday to clean all the areas of the property (cleaning and disinfection of bathrooms, kitchen, dusting of furniture effects, floor cleaning, linen washing).

Permanent Housekeeper Service: Consists of the permanent tenure of your domestic assistant to provide service to owners and guests in all regular household tasks. This service may well be required for regular shifts from 8:00am to 5:00pm or with sleep for the period of stay of the Owner or guest.

MAINTENANCE: Our Maintenance Department provides preventive and corrective services to all Properties under our management program.

Preventive: Our focus is verifying once a week or as necessary the proper functioning of all the physical, electrical, electronic and electromechanical facilities within the Property, testing the main effects of use and reporting and/or correcting any fault detected. Minor maintenance.

Corrective: Our Maintenance agents (handymen) handle most domestic events and breakdowns with experience and skill, and for those findings that imply deep repair interventions or specialized technical knowledge; we redirect and manage the task with a qualified external subcontractor.

The scope of the maintenance service that PRET offers to its properties includes:

1. Inspection of the operation of the lights in general and replacement of Light bulbs.
2. Inspection of the operation of the A/C system, bi-monthly washing of filters and prevention/elimination of legionella.
3. Functional inspection of all electrical appliances in the property.
4. Inspection of the hot water system of the property and its correct functioning.
5. Inspection and cleaning of sediments from all the faucets.
6. Placement of anti legionella tablets in the A/C system.
7. Inspection of the state of the paint on walls and interior walls of the property.
8. Inspection of the good condition of the furniture and its operation. This includes doors, hinges and latches.
9. Application of chemical products to unclog drain pipes and avoid obstructions due to accumulation of residues.
10. Detection and reporting of breakdowns or deterioration, and quote management for repairs and additional services to be authorized by the owner.
11. Several visits per week for Air Recycling (prevention of the proliferation of microorganisms in the environment within the property) and general supervision in case of foreign fortuitous events.
12. Care and watering of your natural indoor and outdoor plants (on the terrace).

13. Cleaning of outdoor jacuzzi and maintenance of its water quality.

14. Diligent sending of reports to the Administration of the Complex and the Common Areas whenever necessary, reporting on developments that affect the Property under our administration program.

15. Preventive preparation of the Property for forecasts of heavy rains and hurricanes, trying to guarantee a minimum of damage in case of imminent impact of wind and water. This service applies even if the property is occupied for a short or long term.