



Professional Villa Services (Anguilla) Ltd.

The Historic Old Factory, Government Corner, The Valley, Anguilla

*Tel (264) 498 0123 * Fax (264) 497 2820*

provillas@profgroup.com / www.profgroup.com

VILLA MANAGEMENT & RENTAL SERVICE OPTIONS & FEE SCHEDULE

REGISTERED AGENT:

Perform the services and undertake the responsibilities of the duly named Registered Agent as mandated by the Villa Rental Business Regulation Act of 2006.

US\$200 Annually

- Complete, submit and pay Inland Revenue for initial villa rental application.
- Complete, submit and pay Inland Revenue for annual rental permission renewals.

GENERAL MANAGEMENT:

Supervise and manage the services of staff responsible for the regular maintenance of the villa on an ongoing basis (i.e. housekeepers, landscapers, pool maintainers, exterminators) and visit the property on a regular basis for inspection and verification purposes.

US\$125 / Bedroom (US\$250 Minimum) per Month Plus 5% of Gross Rental Income.

- Supervise all regularly employed staff
 - Provide guests with an explanatory villa fact sheet.
 - Meet guests at villa upon their arrival for familiarization.
 - Provide a 24 / 7 / 365 contact number to address service issues.
 - Ensure all maintenance matters are dealt with in a timely manner.
 - Regularly test all emergency and support systems for full functionality.
 - Ensure all guests requests and / or complaints are dealt with expeditiously.
 - Inspect the villa in detail twice per month and before the arrival of any guest.
 - Inspect villa after guest departure for damages and to generate recovery charges
- Prepare and regularly update concierge style guest directory with island information.
- Provide guest concierge services for advice on car rentals, boat services, spa services, etc.



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-2-

PROJECT SUPERVISION:

Supervise and manage the services of workers responsible for extraordinary projects, repairs, improvements and replacements with special emphasis on ensuring your villa is properly protected and secured in times of tropical storms and hurricanes

US\$50 / Hour

- Protect the villa prior to hurricanes by securing outside furniture and fixtures, etc.
- Secure the villa in event of hurricane by ensuring all protective shuttering is in place.
- Reopen the villa and reposition all outside furniture, etc, after the hurricane has passed.
- Manage villa improvements and repairs by organizing appropriate workmen and trades.
- Arrange customs inspections and supervise the delivery & installation of imported goods.

ACCOUNTING:

Provide itemized monthly statements of deposits and expenses in accord with standard accounting practices as modified to suit individual owner requests; write all checks and issue appropriate payments against invoices; maintain an individual checkbook for each villa.

US\$100 per month.

- Manage and pay staff and workers
 - Pay all applicable accommodation taxes
 - Calculate and pay monthly social security fees
 - Pay duty on all imported items and arrange all entry completion
- Manage and pay monthly expenses (utilities, water, phone, cable, etc)
- Provide a detailed monthly expense and income statement by the 10th each month
- Provide banking assistance regarding bank drafts, wire transfers, loan assistance, etc



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-3-

RENTAL SERVICES (OPEN BASIS):

Advertise your villa on our website and book clients thru your appointed representative
10% of Gross Rental Income on clients we introduce.

RENTAL SERVICES (EXCLUSIVE BASIS):

Advertise your villa on our website and be responsible for handling all reservation details, payments and obligations, etc—including but not limited to booking clients referred to us from our website and every other source, ensuring all clients are properly satisfied during their stay, ensuring necessary staff is in place and on duty, providing gold glove concierge service. All villas for which we provide exclusively rental services shall be posted as a “Featured Villa” on our website.

***5% of Gross Rental Income on all clients
(General Management & Accounting services required).***

MARKETING SERVICES:

Advertise your villa on our website as well as pay for and arrange advertisements in local, regional and international publications.

US\$450 / Month

Sincerely,

A handwritten signature in black ink that reads "Scott Hauser". The signature is written in a cursive style with a large, looping initial 'S'.

Scott Hauser, Director