



Date:

Dear ,

Thank you so much for choosing my home for your vacation. We hope that you would have a pleasant stay at La Iguana del Molino in Puerto Vallarta, Mexico with your family.

Booking Confirmation

* Required fields

* **Name:** _____

* **Address:** _____

* **City:** _____ * **State:** _____ * **Zip:** _____ **Country:** _____

* **Telephone:** _____ * **E-mail:** _____

La Iguana del Molino is located in Las Encinas Molino de Agua, Aquiles Serdan No. 195, Unit 303, Puerto Vallarta, col. Emiliano Zapata, Jalisco, Mexico 48380

Your confirmation is as follows:

Check-in date: August 4, 2015 after 15:00/3:00 PM CST (No early check-in please)

Check-out date: August 10, 2015 by 11:00 AM CST. (No late check-out)

Number of adults: _____ Number of children: _____ Pets: 0

Rental rate and fees are as follows:

Rate: USD \$	No. Nights: x	Total: USD\$ 0,000.00
Damage Deposit: (Authorization Refundable)		(500.00)
Total Amount:		\$0,000.00
Total Amount Due Now (50%):		\$0,000.00
Balance due by		\$0,000.00

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Please sign and return the attached rental agreement with your **Total Amount Due Now (USD\$0,000.00) in order for your reservation to be confirmed.** Reservation will be automatically canceled if funds are not received within five (5) business days of the booking confirmation date.

You can make payment via a bank wire or eCheck through your personal bank, credit card (VISA/Master Card), PayPal, Certified Check or personal check. **At this time we prefer a personal check to avoid transaction fees.** **Regardless of your payment choice, a credit card is to be submitted.** Thirty (30) days prior to your arrival, you will be provided with a personal electronic code and instructions of how to access the unit.

Thanks, and have a great vacation!



Joseph A. Villalona, MD
La Iguana del Molino
939 W Argyle St., Suite 2-E
Chicago, Illinois 60640
USA
773-271-6550
jvillaona@comcast.net

PayPal Instructions

Login to your account; select **“Send Money”**
Select **“Send Money to friends or family”**
Select to: jvillalona@comcast.net
Enter amount – **US Dollar**
Click **Next**

Please note that if your PayPal account is not attached to your personal checking account , a fee of 3% will be incurred.

SHORT TERM RENTAL AGREEMENT

This Short Term Rental Agreement (the "Agreement") is made by and between Joseph A. Villalona, MD ("Homeowner") and ("Guest") as of the date last set forth on the signature page of this Agreement. For good and valuable consideration, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. **Property.** The property is located at: Residencias Molino de Agua, Aquiles Serdan No. 195, Unit #303, Puerto Vallarta, col. Emiliano Zapata, Jalisco, Mexico. CP 48380

The property is fully furnished and includes a full kitchen with refrigerator; ice dispenser, cook-top/oven, coffee maker, blender, microwave over the counter, dishes, glasses, pots/pans, bed linens, beach towels, bath towels, hair dryer, TV system, outdoor grill, safe and art works. For complete list go to www.HomeAway.com/357430 or <http://www.VRBO.com/335178>

2. * **Rental Party:** The rental party shall consist of guest and the following persons:

- 1. _____
2. _____
3. _____
4. _____
5. _____

(Guest's name required for security purpose and admittance to the complex)

3. **Maximum Occupancy:** The maximum number of guests is limited to six (6) persons. Any additional extra guest may be denied occupancy or an extra charge of US\$200.00 per person may apply.

4. **Term of the Lease.** The lease begins after 3:00 p.m. on ("Check-in Date") and ends at 11 AM on (the "Check-out Date").

5. **Minimum Stay:** This property requires a minimum of 6 nights stay.

6. **Rental Rules:** Guest agrees to abide by the attached Rental Rules as Exhibit A and the MDA Rules and Regulations at all times while at the property and shall cause all members of the rental party and anyone else Guest permits on the property to abide by the attached rules at all times while at the property.

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7. **Access:** Guest shall allow Homeowner/ Property Manager access to the property for purposes of repair and inspection. Homeowner/ Property Manager shall exercise this right of access in a reasonable manner.

8. **Rental Rates and Fees:** All rates are in USD (American dollar) and rates shown on the booking confirmation are **final**. You can provide payment via bank wire transfer, credit card, certified checks, personal checks or eCheck. (Any bank penalty charges due to unfunded personal checks will be charged to your credit card).

- a. **Damage/Security Deposit: Regardless of your payment choice, a credit card is to be submitted.** An authorization of USD \$500.00 for a damage/security deposit will be charged to your credit card within (7) days prior to your check-in date. The deposit is for damage security and does not applied toward rent, however, it is fully refundable/ reversed within 10 days of the Check-out Date or as provided, no deductions are made due to:
- b.
- i. Damage to the property or furnishings;
 - ii. Dirt or other mess requiring excessive cleaning beyond the usual and customary;
 - iii. Any other cost incurred by Homeowner/Property Manager due to Guest's stay; or
 - iv. Lost or damaged items or failure to return them

If the premises appear dirty or damaged upon Check-in, Guest shall inform Homeowner/Property Manager immediately.

- c. **Rental Rate:** Guest, within 5 business days of the date on which the confirmation has been made, shall pay the 50% of the total amount of the rental. Reservations will be automatically cancelled if funds are not received within the first 5 business days of the booking confirmation date. The remaining 50% shall be paid **30** days prior to the Guest check-in date at the property except during holiday seasons (Thanksgiving and Christmas/New Year week) when the remaining 50% shall be paid **60** days prior to the check-in date. In the event, the reservation is less than 30 days from the booking date **full payment** of the rental is due within **5**-business day of the confirmed reservation.

Rate: \$ 000.00 /night	No. Nights: 6	USD \$ 0,000.00
Damage/Security Deposit:		(500.00)
TOTAL Amount Due:		\$ 0,000.00

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9. **Cancellation Policy:** In the event Guest is required to cancel the reservation the following refund policies applies:

- Damage Security Deposit: 100% refundable
- There will be a 90% refund if cancellation is made at least **60 days prior** to check-in date.
- Reservations must be cancelled with a minimum of **60 days PRIOR** to the check-in date, or **90 days** prior to the check-in date when speaking about Thanksgiving and Christmas/New Year rental periods.
- There will be **NO REFUND** for cancellation made **within 60 days** of the check-in date or **within 90 days** of Thanksgiving and New Year rental period.
- There will be **NO REFUND** for cancellations **within 60 days** of check-in date due to any natural disaster such as earthquakes, hurricanes, flooding, weather related situations, mechanical failures, etc. or any other non-controllable situations such as but not limited to construction in the area, unusual noise or other disturbances requiring eviction related to breach of this short term agreement. See Paragraph 11.

10. PROPERTY ENTRANCE KEYS

You will be issued a specific access code to enter the unit and 2 sets of card keys to enter the property complex at night. See Welcome Booklet (sent 30 days prior to arrival). If card keys are not returned or are lost, a US\$50.00 per key card shall be charged to your credit card to cover its replacement.

11. Insurance: To protect your trip against penalties or loss, we strongly recommend purchasing individual travel/interruption and medical cancellation insurance.

12. Payment: Acceptable payment methods are **credit card, PayPal, wire transfer, certified check or personal checks**. If you choose bank wire please let us know to provide you with the pertinent bank information.

(Intentionally left blank)

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Regardless of your choice of payment, **everyone is required to complete the credit card information.** This information will be used specifically for damage deposit or rental payments. This information will be only retained in our files for 30 days after check-out date.

* Name on credit card: _____ MC VISA

* Credit card billing address: _____

* City _____ * State _____ * Zip Code _____

* Credit Card Number _____

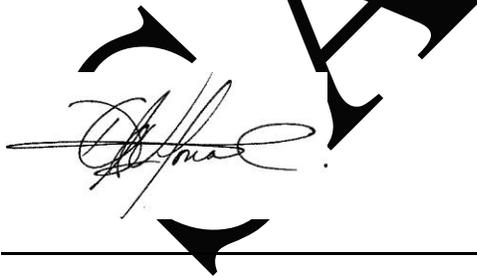
* Exp date _____ * CVV (Security Code) _____

By my signature below, I hereby give permission to charge my credit card for the amounts above or any charges related to bank penalties due to insufficient check funds, cancellation or damages. I agree that all rental monies are non-refundable per cancellation policy above. I have read my right to purchase travel insurance.

The parties agree to the terms of this Short Term Rental Agreement, as evidenced by the signatures set forth below.

Homeowner

Guest:



Name: Joseph A. Villalona, MD

Name (print): _____

Date:

Date: _____

Phone # (during stay):
1-773-271-6550
1-312-802-4114 (cell)

Phone # (during stay):

* Required fields

* Initials: _____

SAMPLE

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Exhibit A

RENTAL RULES

1. Smoking is **NOT** allowed in any part of the unit.
2. People other than those in the Guest party list set forth above may not stay overnight in the property. Any other person in the property is the sole responsibility of Guest.
3. All of the units are privately owned; the property owners are not responsible for any accidents, injuries or illness that occurs while on the premises or its facilities. The Homeowners are not responsible for the loss of personal belongings or valuables of the guests. By accepting this reservation, it is agreed that all guests are expressly assuming the risk of any harm arising from their use of the premises or others whom they invite to use the premise. Any action to seek redress against the property owner for any injury to the person or property of the person shall be governed by the laws of Mexico and determined exclusively by the courts of Mexico having proper jurisdiction.
4. Keep the property and all furnishings in good order.
5. Unlawful activities, including illegal drug use will not be tolerated.
6. Only use appliances for their intended uses.
7. Pets are **NOT** allowed.
8. **PARKING** – Parking is limited to one (1) vehicle. Vehicles are to be parked in designated parking area clearly marked 003. Parking is located to your left upon entrance through the main gate.
9. **Housekeeping:** Maid service is provided twice a week for one week rental at no charge to you. If you need extra maid service, please contact the property manager for arrangement. There is an extra charge of \$300.00MX per extra visit. We recommend providing a minimum gratuity of US\$5 per visit to the maid.
10. While linens, bath towels and beach towels are included in the unit for exclusive use within the Molino de Agua complex without charge, any missing linens, bath towels or beach towels will be charged to your credit card.
11. **Locked Areas:** Area that is locked, such as property owners personal storage spaces for which a key is not provided is **off limits** to guests. Any attempt to enter locked areas is cause for immediate termination of this agreement and forfeiture of all monies paid.
12. No loud music is to be play after 10 pm.
13. No nuisance activities causing disturbance to neighbors is to occur in the unit at any time. Noise affecting nearby properties will be strictly enforced.

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14. The Homeowner Association Rules & Regulation regarding use of the pool area are strictly enforced. The rules are posted by the guest elevator on the first floor and on the attached MDA Rules and Regulations.
15. **Events /Parties/Casual Get-Togethers:** Written permission from the Agent or Owner is required to host any event with **6 OR MORE invitees over the maximum amount of guests allowed in this property.** There is a special service charge for gatherings or events (including dinners, cocktails, etc) with outside invitees. Charge for events is determined by the number of guests. If you have more than six (6) invitee guests there is a charge equal to one night's rent.
16. If these policies are not adhered to, you will be asked to leave the property immediately and NO REFUND will be given.
17. Written Exceptions: any exceptions to the above mentioned policies must be approved in writing in advance.

SAMPLE

Condominio Residencias Molino de Agua Registration

I, the responsible party for the following group of guests, by signing this document, agree that we have read and understood the Rules and Regulations of Molino de Agua provided to me. On behalf of my companions and myself, I accept the obligation to respect and obey them and the consequences of non-compliance.

Date _____

Printed name, Responsible party
(Minimum age of twenty five 25)

Signature

Corel Property Management

Date of Birth

Owner, Designated Representative
Or Property Manager

303

Unit number

Date of arrival

Date of check out

Names must match those authorized prior to your arrival.

Full name of other guests:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

The Administration and/or Security will prohibit entrance to the premises if these requirements have not been satisfied.

Privacy Policy

We respect your privacy. Any ad all information collected within this form will be kept strictly confidential and will not be sold, reused, loaned or otherwise disclosed. Any information you give to us will be held with the utmost care, and will not be used in ways that you have not consented.

Condominio Residencias Molino de Agua Rules & Regulations

Dear Visitors,

Welcome to our beautiful Residencias Molino de Agua. We wish you a wonderful stay and we sincerely hope that you get to enjoy our beautiful complex, the facilities here and may you leave with wonderful memories of Puerto Vallarta. Please remember that Molino de Agua is a residential complex and not a hotel. The majority of your neighbors are homeowners and we request you respect their privacy and tranquility.

In accordance with our established procedures, we want to make you aware of the By-Laws and Rules occupants of the condominium will have to comply during your stay. Failure to do so may result in immediate eviction, financial assessments and necessary legal action may be taken, in accordance with the laws of Mexico and the State of Jalisco. The necessary action would be taken at the sole discretion of the Administration Staff of Security of Residencias Molino de Agua without any recourse against the owner of the condominium or the Administration of the complex.

Safety & Security

1. Non-owner occupants must be identified and authorized by the Owner or his personal representative prior to arrival. All persons (maximum of 8) must register with Security, the responsible party (proof of age minimum 25 years), address, phone number and signing that he/she has read and accepts the obligation for all to respect and obey the Rules and Regulation of Molino de Agua.
2. Molino Security staff is forbidden from leaving their posts to escort non-owner occupants to their unit and are not responsible for providing guest services.
3. All occupants must have their own electronic security card to open tower security doors after 7 PM. Non-Owner occupants who lose their unit or tower security door key must obtain a replacement from the owner and/or his representative. The administration office and Security are not allowed to distribute keys at any time.
4. For security reasons entry by all persons onto the premises between 12 AM and 6 AM is prohibited through the front gate. Guests of non-owner occupants entering between 12 AM and 6 AM must register and leave identification with Security which will be returned upon exiting the property.
5. Non-owner occupants are not allowed to have pets.
6. Parking for non-owner occupants on the premises must be in the designated space of the unit they are occupying.
7. Setting glasses and all other items, which might fall off terrace railing or throwing smoking material and other items from the terrace is hazardous to the occupants below and strictly prohibited.
8. Under no circumstances can occupants take away the uniform aesthetics of the building by leaning cushions against or hanging anything on terrace railings, including towels, clothing, lights, banner/flags or any other item.
9. In accordance with the Bylaws, noise from within a unit, including voices and music, must be kept to a minimum at all times and especially after 11 PM.

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Pool Rules

1. Use of the pool is at one's own risk; no lifeguard or attendant is on duty. An adult must accompany children age 12 and younger at all times.
2. Moral behavior and respect for others at Molino De Agua is expected at all times.
3. Proper swim attire is required; nudity is never allowed. Babies must be in swim diapers and are not allowed to be nude in the pool.
4. Non-owner occupants must have authorization from the Administration and be present at the pool when having guests.
5. Lounges, chairs and umbrellas cannot be reserved; they are for use on a first come first served basis.
6. Glass and breakable objects are not allowed in the pool or on the surrounding terrace.
7. Eating is not permitted in the pool except seated at the palapa bar.
8. Smoking is not permitted in the pool or on the surrounding terrace.
9. Pets are not allowed in the pool or on the surrounding terrace.
10. Behavior and excessive noise around the pool and common areas that lessen the enjoyment of others in the area or disturbs the occupants of units nearby is not permitted. Earphones must be used with electronic music devices. In particular, use of the pool between the hours of 11 PM and 5 AM must be done quietly.
11. Running, diving, horseplay and use of water guns, Frisbees and hard balls is not permitted.
12. Inflatable rafts and toys must not interfere with the use of the pool by others.
13. Chairs are not permitted to be moved into the pool.
14. Washing sand from your feet before entering the pool is required; shoes cannot be worn in the pool including the shallow area except for clean water sports shoes.
15. Personal items and garbage must be removed when leaving the pool area.
16. Exclusive use of the surrounding terrace and/or garden for private parties is prohibited without prior approval from the Administration.
17. ANY EMERGENCY AT THE POOL MUST BE REPORTED TO SECURITY IMMEDIATELY.

222 0552 EXT.3 - 222 5618 EXT. 3

SAMPLE