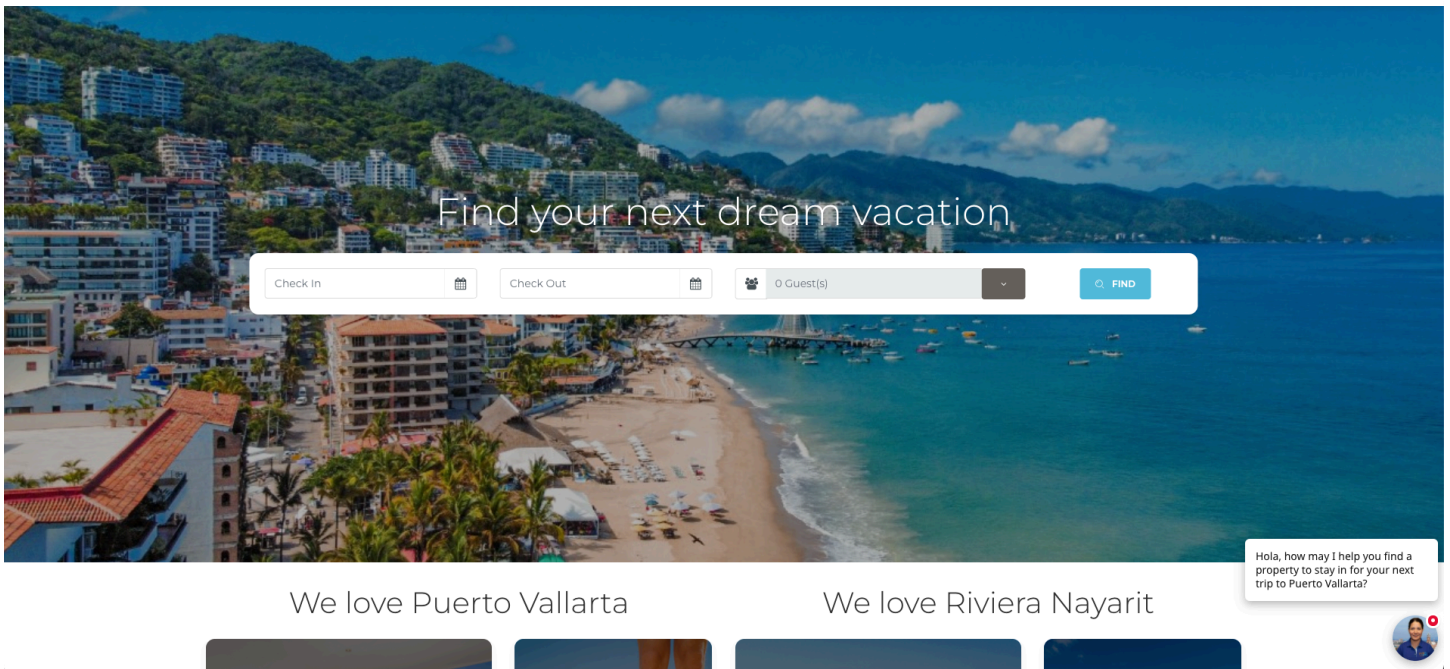




THE DEFINITIVE PVRPV PROPERTY OWNER PORTAL GUIDE

MY ACCOUNT

To log in to your account, first open the website www.pvrpv.com
Towards the top of the site, you will see the header menu.
Click on **My Account** and input your login information (email and password).



Input your information to access to your account.

[LOGIN TO YOUR ACCOUNT](#)

Forgot your password? [click here](#)

Don't have an account? [Sign up](#)

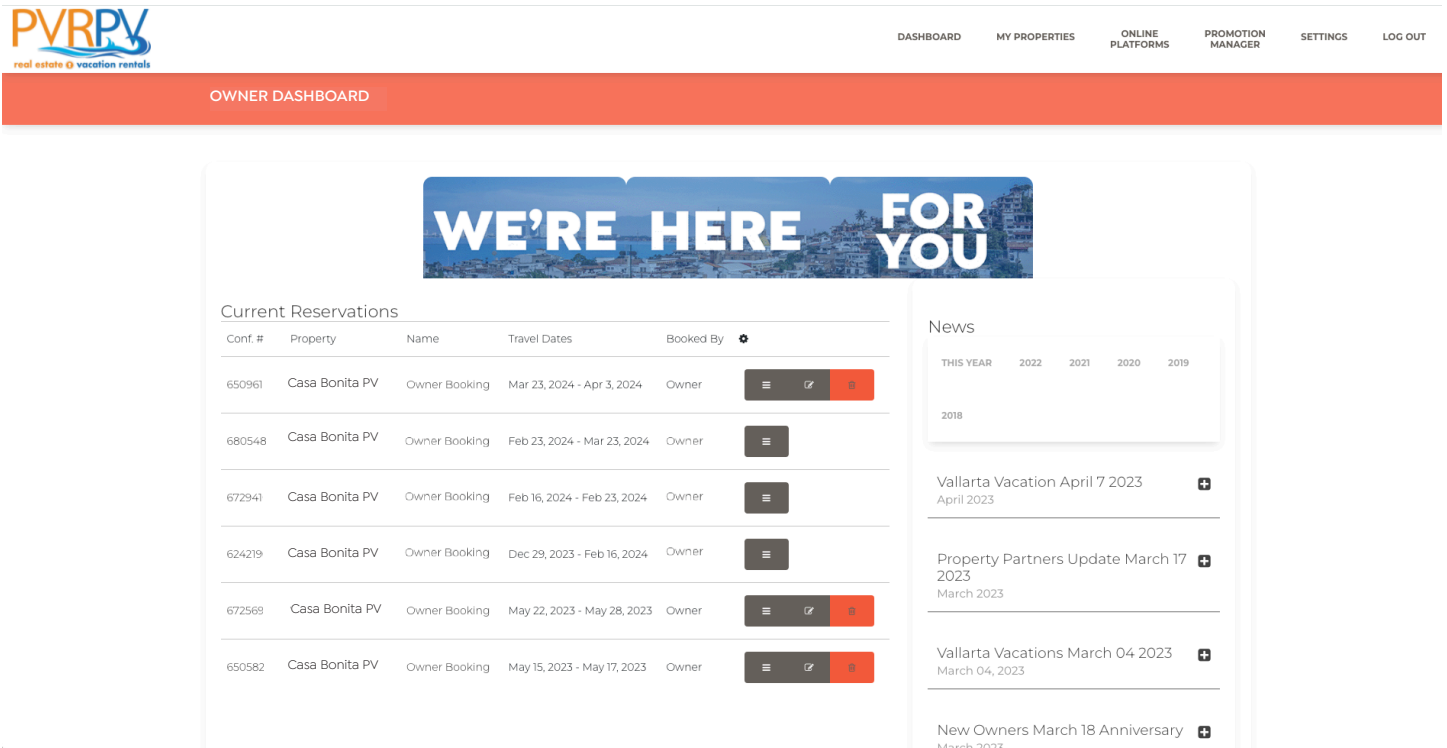


DASHBOARD

Now that you are logged into your account at PVRPV.com, you will see what we refer to as the main dashboard screen.

In the upper right hand corner, you will see a menu.

Based on your privileges, you will be able to view your current reservations or manage your property(s) as a homeowner.



The screenshot shows the PVRPV Owner Dashboard. At the top left is the PVRPV logo. At the top right is a navigation menu with the following items: DASHBOARD, MY PROPERTIES, ONLINE PLATFORMS, PROMOTION MANAGER, SETTINGS, and LOG OUT. Below the navigation menu is a red header bar with the text "OWNER DASHBOARD".

The main content area features a large banner with the text "WE'RE HERE FOR YOU" over a background image of a coastal town. Below the banner is a "Current Reservations" table and a "News" section.

Conf. #	Property	Name	Travel Dates	Booked By	
650961	Casa Bonita PV	Owner Booking	Mar 23, 2024 - Apr 3, 2024	Owner	[Menu] [Checkmark] [Cancel]
680548	Casa Bonita PV	Owner Booking	Feb 23, 2024 - Mar 23, 2024	Owner	[Menu]
672941	Casa Bonita PV	Owner Booking	Feb 16, 2024 - Feb 23, 2024	Owner	[Menu]
624219	Casa Bonita PV	Owner Booking	Dec 29, 2023 - Feb 16, 2024	Owner	[Menu]
672569	Casa Bonita PV	Owner Booking	May 22, 2023 - May 28, 2023	Owner	[Menu] [Checkmark] [Cancel]
650582	Casa Bonita PV	Owner Booking	May 15, 2023 - May 17, 2023	Owner	[Menu] [Checkmark] [Cancel]

The "News" section on the right includes a filter for "THIS YEAR" (2023, 2021, 2020, 2019) and a list of news items:

- Vallarta Vacation April 7 2023 (April 2023)
- Property Partners Update March 17 2023 (March 2023)
- Vallarta Vacations March 04 2023 (March 04, 2023)
- New Owners March 18 Anniversary (March 2023)



SETTINGS

This section will allow you to update your contact information, change your current password. In order to change your password, you will need to enter your current password. Your Email address will not be able to updated, since it is your unique user id. If you need to update or change your email, please send us an email by clicking the «Contact Us» page under «About Us» Menu.



Change Your Password

Current Password

Enter New Password

Confirm New password

UPDATE PASSWORD

Personal Details

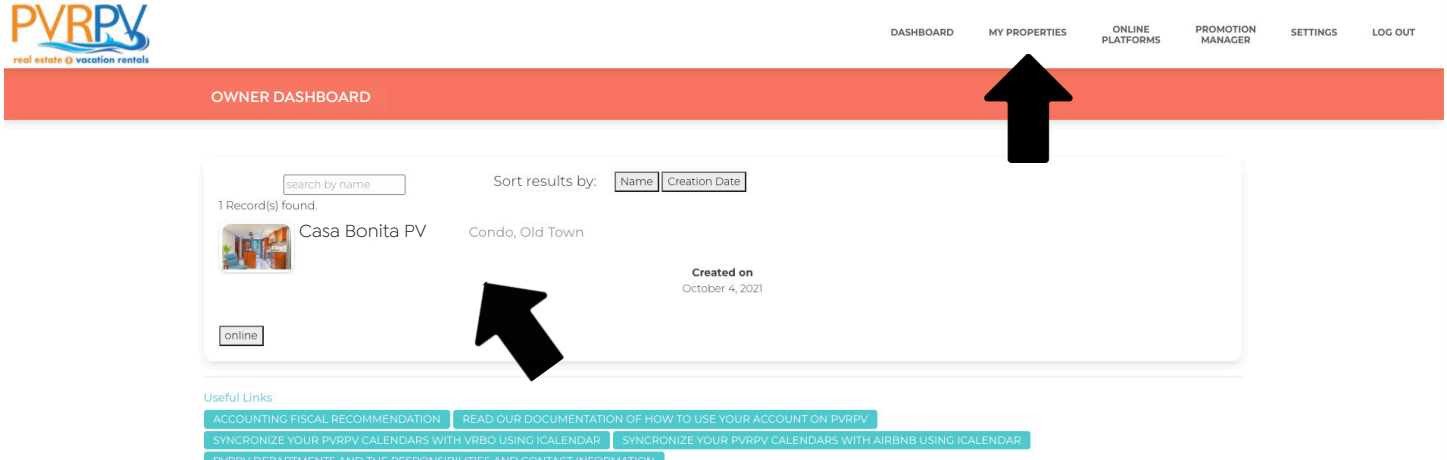
First Name

Last Name



PROPERTIES


The Properties section will only be available to homeowners once we have accepted at least one of your registered properties. If you have not already done so, click on the «Register a Property» page.



OWNER DASHBOARD

search by name Sort results by:

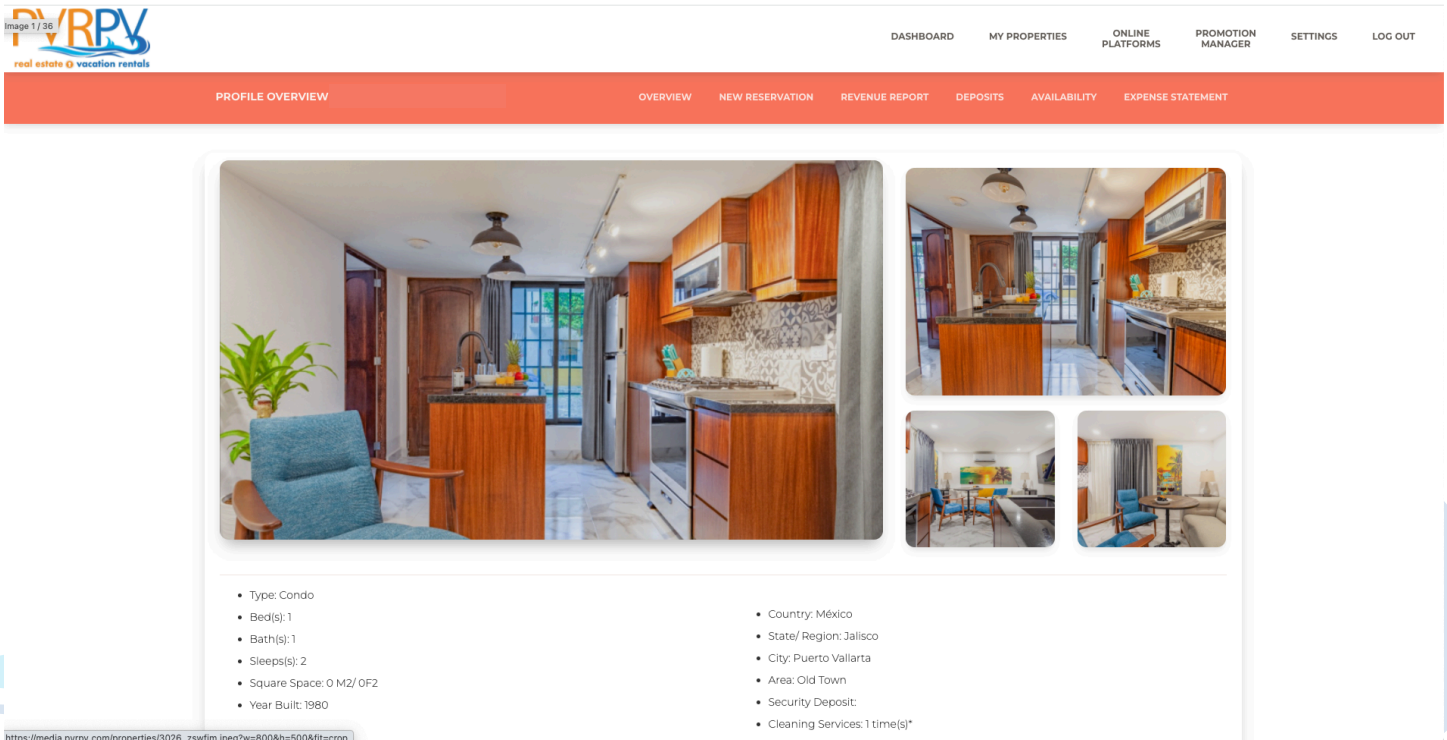
1 Record(s) found.

	Casa Bonita PV	Condo, Old Town	Created on October 4, 2021
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Useful Links

- [ACCOUNTING FISCAL RECOMMENDATION](#)
- [READ OUR DOCUMENTATION OF HOW TO USE YOUR ACCOUNT ON PVRPV](#)
- [SYNCHRONIZE YOUR PVRPV CALENDARS WITH VRBO USING ICALENDAR](#)
- [SYNCHRONIZE YOUR PVRPV CALENDARS WITH AIRBNB USING ICALENDAR](#)

Once you select a specific property, you will see all the information on the particular property you have chosen, such as: general info, pictures of the property, description, rates, amenities, local information and Property Policy.



PROFILE OVERVIEW

OVERVIEW NEW RESERVATION REVENUE REPORT DEPOSITS AVAILABILITY EXPENSE STATEMENT

Property Details:

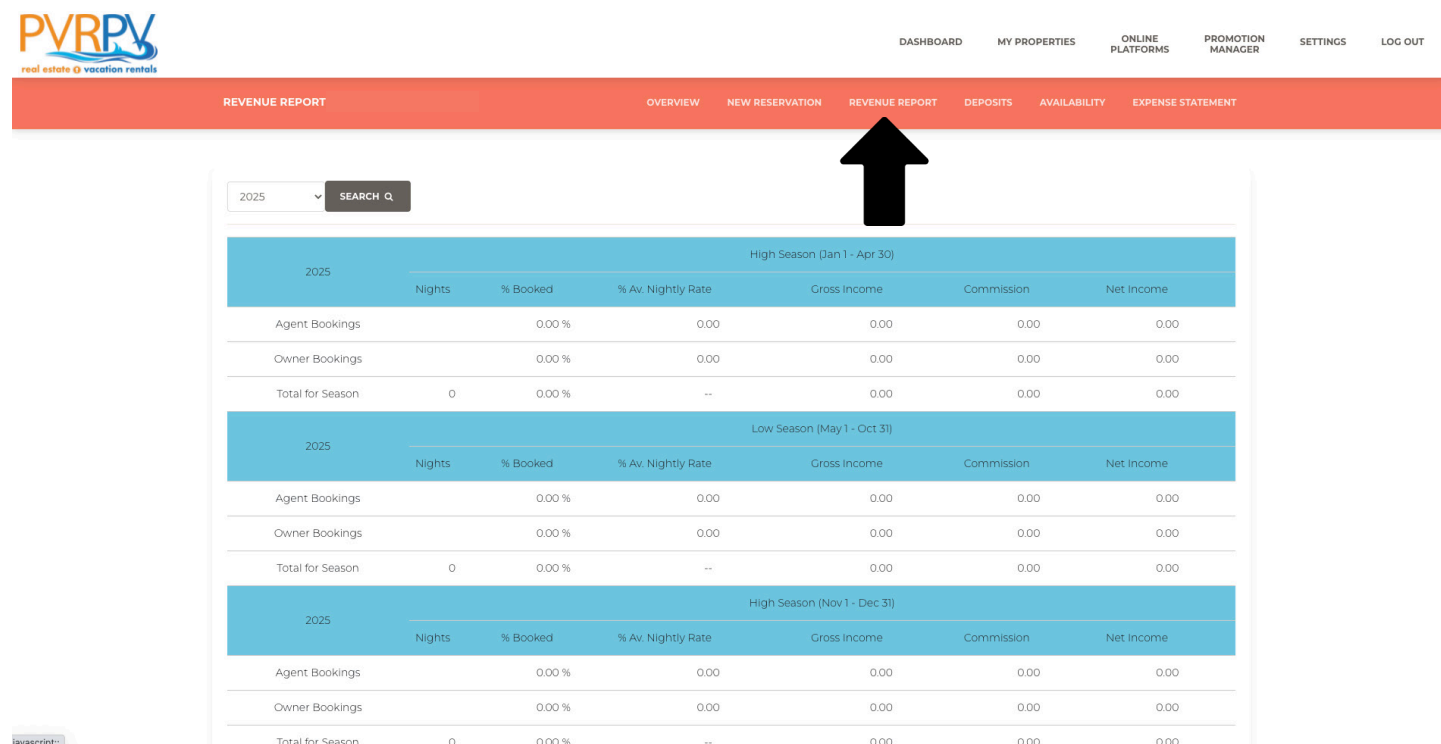
- Type: Condo
- Bed(s): 1
- Bath(s): 1
- Sleeps(s): 2
- Square Space: 0 M2/ 0F2
- Year Built: 1980
- Country: México
- State/ Region: Jalisco
- City: Puerto Vallarta
- Area: Old Town
- Security Deposit:
- Cleaning Services: 1 time(s)*

https://media.pvrpv.com/properties/3026_zswfim.jpeg?w=800&h=500&fit=crop

REVENUE REPORT

When you select the Revenue Report, you will be able to see all the revenue from the reservations for the year. The report is segmented by Season for each year, the total nights rented by PVRPV and by yourself for each season, the average rate of these reservations, the gross income, the commission paid and the net income of the season.

At the bottom of the last segment you will find the total income for the year with the same sections. See the below example:



The screenshot shows the PVRPV dashboard with the 'REVENUE REPORT' menu item highlighted. Below the menu is a search bar for the year 2025. The main content area displays three tables for different seasons: High Season (Jan 1 - Apr 30), Low Season (May 1 - Oct 31), and High Season (Nov 1 - Dec 31). Each table has columns for Nights, % Booked, % Av. Nightly Rate, Gross Income, Commission, and Net Income. A black arrow points to the 'REVENUE REPORT' menu item.

High Season (Jan 1 - Apr 30)						
2025	Nights	% Booked	% Av. Nightly Rate	Gross Income	Commission	Net Income
Agent Bookings		0.00 %	0.00	0.00	0.00	0.00
Owner Bookings		0.00 %	0.00	0.00	0.00	0.00
Total for Season	0	0.00 %	--	0.00	0.00	0.00

Low Season (May 1 - Oct 31)						
2025	Nights	% Booked	% Av. Nightly Rate	Gross Income	Commission	Net Income
Agent Bookings		0.00 %	0.00	0.00	0.00	0.00
Owner Bookings		0.00 %	0.00	0.00	0.00	0.00
Total for Season	0	0.00 %	--	0.00	0.00	0.00

High Season (Nov 1 - Dec 31)						
2025	Nights	% Booked	% Av. Nightly Rate	Gross Income	Commission	Net Income
Agent Bookings		0.00 %	0.00	0.00	0.00	0.00
Owner Bookings		0.00 %	0.00	0.00	0.00	0.00
Total for Season	0	0.00 %	--	0.00	0.00	0.00

javascript:



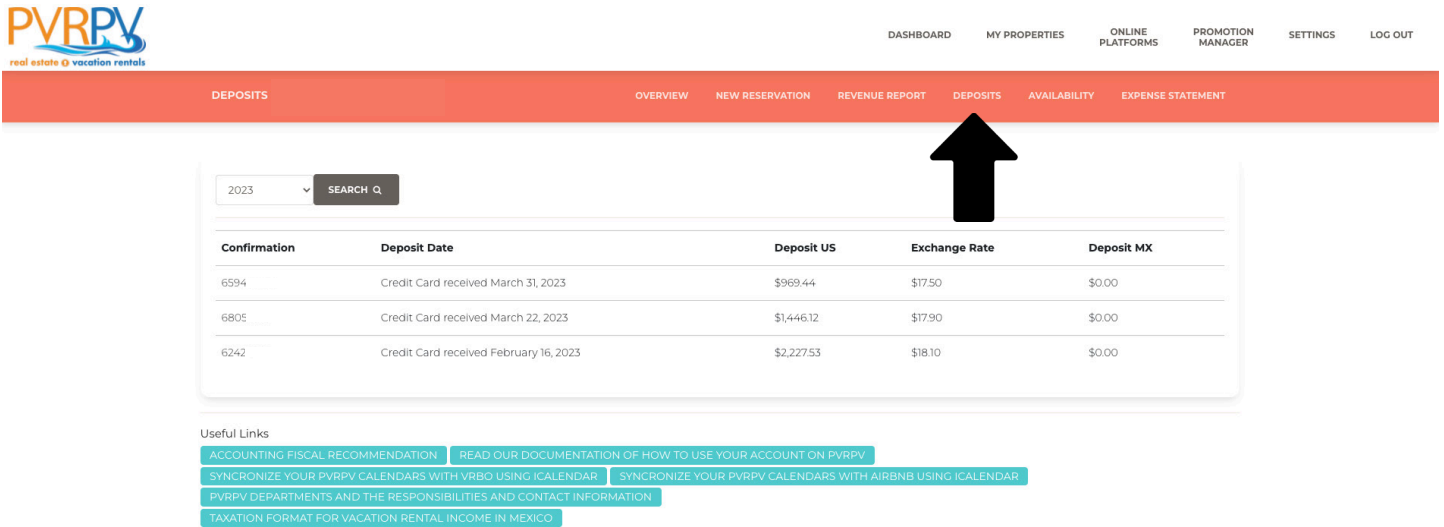
DEPOSITS

When you choose Deposits, a report will show the deposits for each reservation payment.

The list is in order of the dates the payments were received.

You will also be able to see the amount received, the exchange rate that was used and the pesos amount that was deposited to your account.

You can also choose the year you want to review.



The screenshot shows the PVRPV website's Deposits report page. At the top, there is a navigation bar with links for DASHBOARD, MY PROPERTIES, ONLINE PLATFORMS, PROMOTION MANAGER, SETTINGS, and LOG OUT. Below this is a secondary navigation bar with links for DEPOSITS, OVERVIEW, NEW RESERVATION, REVENUE REPORT, DEPOSITS (highlighted with a black arrow), AVAILABILITY, and EXPENSE STATEMENT. The main content area features a search bar with a dropdown menu set to '2023' and a 'SEARCH Q' button. Below the search bar is a table with the following data:

Confirmation	Deposit Date	Deposit US	Exchange Rate	Deposit MX
6594	Credit Card received March 31, 2023	\$969.44	\$17.50	\$0.00
6805	Credit Card received March 22, 2023	\$1,446.12	\$17.90	\$0.00
6242	Credit Card received February 16, 2023	\$2,227.53	\$18.10	\$0.00

Below the table, there is a 'Useful Links' section with several links:

- [ACCOUNTING FISCAL RECOMMENDATION](#)
- [READ OUR DOCUMENTATION OF HOW TO USE YOUR ACCOUNT ON PVRPV](#)
- [SYNCHRONIZE YOUR PVRPV CALENDARS WITH VRBO USING ICALENDAR](#)
- [SYNCHRONIZE YOUR PVRPV CALENDARS WITH AIRBNB USING ICALENDAR](#)
- [PVRPV DEPARTMENTS AND THE RESPONSIBILITIES AND CONTACT INFORMATION](#)
- [TAXATION FORMAT FOR VACATION RENTAL INCOME IN MEXICO](#)



Availability

When you choose Availability, a yearly calendar will be displayed with all the reservations that were booked. The calendar will be blocked in blue and the reservations are listed by dates that the clients are travelling, including owner reservations.

2023 SEARCH Q

AVAILABILITY CALENDAR OVERVIEW NEW RESERVATION REVENUE REPORT DEPOSITS AVAILABILITY EXPENSE STATEMENT

Legend: Occupied (blue), Today (orange)

Month	Su	Mo	Tu	We	Th	Fr	Sa
January 2023	1	2	3	4	5	6	7
February 2023	5	6	7	8	9	10	11
March 2023	5	6	7	8	9	10	11
April 2023	2	3	4	5	6	7	8
May 2023	1	2	3	4	5	6	7
June 2023	1	2	3	4	5	6	7
July 2023	1	2	3	4	5	6	7
August 2023	1	2	3	4	5	6	7
September 2023	1	2	3	4	5	6	7
October 2023	1	2	3	4	5	6	7
November 2023	1	2	3	4	5	6	7
December 2023	1	2	3	4	5	6	7

<https://www.pvrpv.com>

You are now able to update or cancel a reservation booked by «Owner».

To update a reservation, just click on the confirmation number and a window will pop up and allow you to make the necessary changes.

Reservations List

Conf. #	Name	Travel Dates	Booked By	
637187	John Mayer	January 8, 2023 - February 20, 2023	Owner	
679107	Celine Dion	February 20, 2023 - March 6, 2023	Owner	
689277_...	Chris Pratt	March 6, 2023 - March 21, 2023	PVRPV	
683663	Owner Booking	March 31, 2023 - April 11, 2023	Owner	

Expenses Statement

When you choose the Expense Statement option, you will see all of the income and expenses that have been posted to your property, by month. You can then select a particular year, choose a specific month and see all of the activity in that month. On the left hand side, you will see an invoice and when you click on the attachment, the receipt for either the purchase or the charge and or the income will be displayed.

The beginning balance is always at the top right hand corner, and the closing balance is at the bottom right hand side.

Also at the bottom, you will see the previous balance, the total credits and debits for that month, the average monthly expense and the closing balance on your account.

The screenshot shows the PVRPV dashboard with the 'EXPENSE STATEMENT' menu item highlighted. The search filters are set to 2022 and December. The search results area is empty, displaying a message: "There is no transaction to display for this period, please change month and year to update your report." Below the search area, there are 'Useful Links' for accounting and synchronization.

NEW FEATURE

Once you have the expense report open, you can click on the download icon on the left side to view or download a detailed copy of the expense receipt.

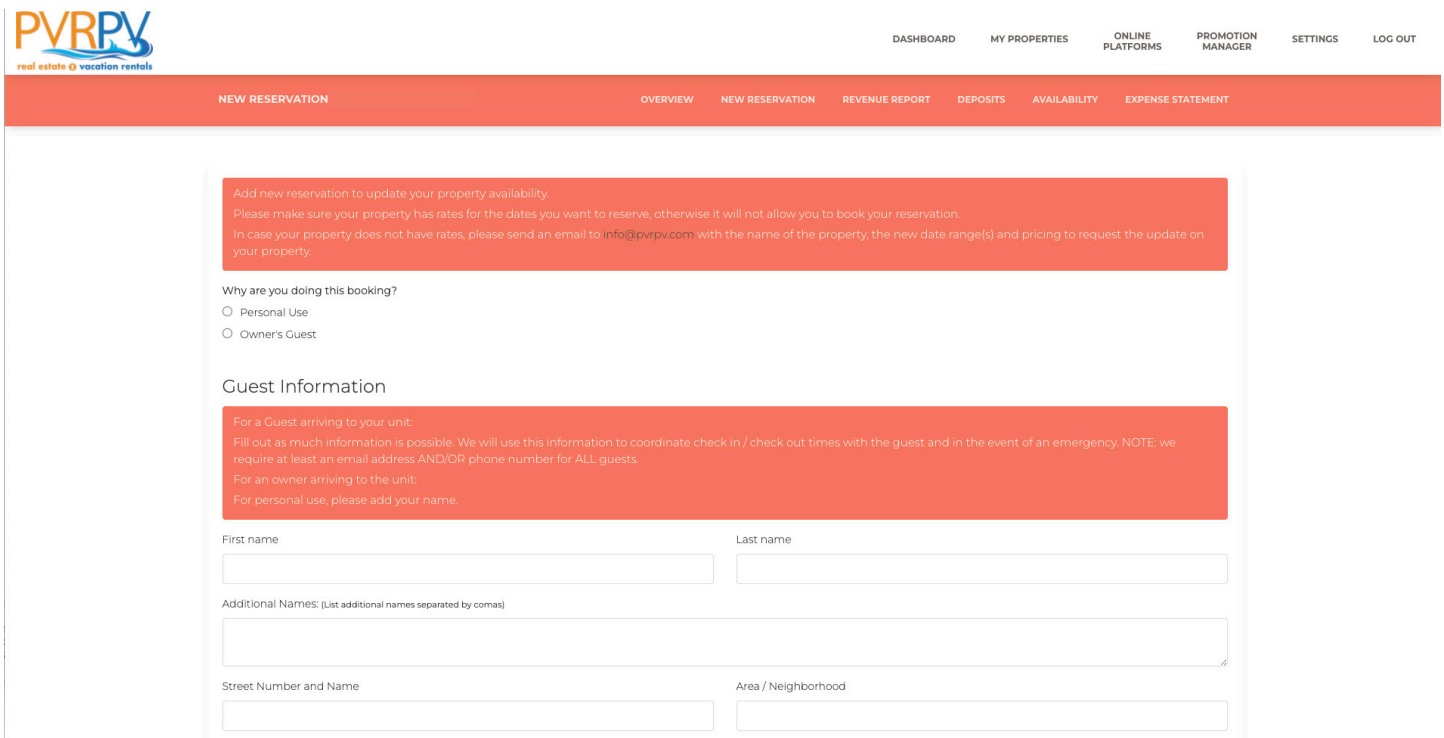
The screenshot shows the PVRPV dashboard with the 'EXPENSE STATEMENT' menu item highlighted. The search filters are set to 2023 and May. The search results area displays a table of expenses. A black arrow points to the download icon on the left side of the table, and a red circle highlights the download icon for the 'Fumigation fumigation' entry.

Transaction/Invoice	Date Applied	Period	Bill/Work date	Expenses	Credits	Balance
Utilities - Telmex	2023-05-02			\$2,022.00	\$0.00	
Utilities - Telmex	2023-05-02			\$899.00	\$0.00	
Fumigation fumigation	2023-05-03			\$600.00	\$0.00	
Household shopping Gloves, corkscrew and scissors	2023-05-03			\$418.00	\$0.00	
Household supplies						

New Reservation

To create a new reservation, choose a property under the «Properties» section and click «New Reservation». This will ensure that your calendar is always up to date with the most current information.

Once you select New Reservation, the template to create a new reservation will be displayed. You will need to add the guest names, travel dates and flight information and any comments that you think we will require to assist your clients. If you are also travelling, a new reservation should always be added with your name, travel dates and the flight information, which also helps us to determine your arrival time and ensure that the property is ready when you arrive.



The screenshot shows the PVRPV web interface for creating a new reservation. At the top left is the PVRPV logo. A navigation bar contains links for DASHBOARD, MY PROPERTIES, ONLINE PLATFORMS, PROMOTION MANAGER, SETTINGS, and LOG OUT. Below this is a secondary navigation bar with links for NEW RESERVATION, OVERVIEW, NEW RESERVATION, REVENUE REPORT, DEPOSITS, AVAILABILITY, and EXPENSE STATEMENT. The main content area features a red informational box with instructions on how to update property availability. Below this is a section titled "Why are you doing this booking?" with radio buttons for "Personal Use" and "Owners Guest". The "Guest Information" section includes another red informational box with instructions for providing guest details. Below the instructions are input fields for "First name", "Last name", "Additional Names: (List additional names separated by commas)", "Street Number and Name", and "Area / Neighborhood".

PVRPV
real estate vacation rentals

DASHBOARD MY PROPERTIES ONLINE PLATFORMS PROMOTION MANAGER SETTINGS LOG OUT

NEW RESERVATION OVERVIEW NEW RESERVATION REVENUE REPORT DEPOSITS AVAILABILITY EXPENSE STATEMENT

Add new reservation to update your property availability.
Please make sure your property has rates for the dates you want to reserve, otherwise it will not allow you to book your reservation.
In case your property does not have rates, please send an email to info@pvrpv.com with the name of the property, the new date range(s) and pricing to request the update on your property.

Why are you doing this booking?

Personal Use
 Owners Guest

Guest Information

For a Guest arriving to your unit:
Fill out as much information is possible. We will use this information to coordinate check in / check out times with the guest and in the event of an emergency. NOTE: we require at least an email address AND/OR phone number for ALL guests.
For an owner arriving to the unit:
For personal use, please add your name.

First name Last name

Additional Names: (List additional names separated by commas)

Street Number and Name Area / Neighborhood



NEW FEATURE

Choose « Personal Use» or «Owner's Guest»

Personal Use

For your own, personal use, where you do NOT require keys, or concierge service, Choose «Personal Use». PLEASE add your own name to the booking.

Owner's Guest

For a guest you are hosting in your unit Choose, «Owner's Guest». This will indicate that we will provide keys and we will offer concierge services. PLEASE make sure you provide the names of ALL the guests, and contact information. We must have an email and/or phone number for your guests.

Please Note: More and more it is becoming common practice for property administrators to require the full names of the guests staying in the unit prior to arrival. Some are now asking for date of birth to align the identification of the guest with the booking.

All owners bookings require dates in order to complete an owners booking.

Additional Names: (List additional names separated by comas)

Street Number and Name Area / Neighborhood

City State/Region Country ZIP/Postal Code

Phone Email

Check in Adult(s) Kid(s)

Check Out

Travel Information

Transportation:
 By Plane
 By Land

Arrival
Airline Flight # Time (HHMM)

Departure
Airline Flight # Time (HHMM)

Would you like to book a VIP Airport Service? Extra charges apply, please refer to your reservation document for the rates. Check if yes