

SNOOPIS BILL PAY SERVICE BY SEASIDE RESERVATIONS

Seaside **N**on-Renting **O**wners **O**nline **P**ayment **I**nformation **S**ystem

What is Snoopis?

Our bill pay program automatically e-mails our clients every time there is activity in your account. Line item accounting by automated e-mail messages from Sea Side includes a description of the bill pay or concierge activity, a receipt and transaction numbers and your new balance. It also allows clients to log in and view a complete on-line ledger of their past year's activities. Clients also can make cleaning and fumigation requests on-line. The requests then become work directives that we issue daily in print-out reports for our front desk and housekeeping staff.

Who can access Snoopis?

Snoopis can be accessed by Sea Side Reservations accountants, front desk, and management personnel. Additionally individual accounts can be accessed by Owners who need bill pay services.

How can I log into Snoopis?

Snoopis can be accessed via the internet by going to our owner support link on our website, or it can be accessed directly by typing in the following address: **www.seasidebillpay.com**

When entering your user name please make sure not to put any spaces. Ruby 408 should be typed in as Ruby408. The spaces below will give you the exact username and log in for your account.

MY USER NAME IS _____

MY PASSWORD IS _____

What information does Snoopis provide to the accountant and management?

The system provides the accountants and management staff a complete information system that allows them to see account balances, owner information, and the ability to enter payments and debits to each owners account.

What information does Snoopis provide to the front desk?

The front desk operators are provided the ability to print out a daily cleaning report for the maid services. This should be done every night by the closers and set with the cleaning reports for the next day so that the maids can see what units need to be cleaned.

Another benefit of the online system is the owner ability to request cleanings. Owners need to log in under their Account Name and choose a date under cleaning request. The amount of the cleaning will be **automatically** deducted from the account balance. The owner has the ability to delete the cleaning up to 24 hours in advance. The system will also not allow owners to make a cleaning request less than 24 hours in advance. E-mails are sent to the owner after each transaction has been completed showing them their latest transactions and the balance of their account. This is done automatically by the system.

What information does Snoopis provide to owners?

Owners who are managed by Snoopis have the ability to see their history of all credits and debits. It also allows owners to see their account balance with Sea Side Reservations.

Where do the owners send the money when their account balance falls below \$150.00?

Please make check Payable to: ROCKY RENTALS

Rocky Rentals: Accounting Department
P.O. Box 557
Lukeville, AZ 85341

You may also pay online with your credit card and have instant credit in our exclusive software system. Incoming mail to Sea Side Reservations may also be mailed to the above address.

Who does the owner contact when they have questions?

The owner can contact seasideownersupport@gmail.com or call 011-52-638-383-0702 or 602 2888966 ext. 120

PLEASE HELP US KEEP RESERVATION LINES CLEAR FOR GUESTS BY USING THE NUMBERS ABOVE.

Sea Side Reservations

Bill Paying and/or Cleaning Services Agreement For Non-renting owners

Today's Date _____

Unit# _____

Bill Paying Service's for those non-renting owners that would like Sea Side Reservations to pay bills related to properties in Puerto Peñasco. Sea Side Reservations requires an initial deposit of \$500.00 for the owners reserve account.

The monthly fee for this service is \$10.00 a month. For this service Sea Side Reservations will provide bill paying for electricity, telephone, property taxes, and other normal bill paying services. If owners desire large expense item to be paid a larger reserve fund may be required.

Optional Services

Cleaning:

Owner must provide all linens and supplies. Maid must have access to laundry room as all laundry will be done at the condo at the time of cleaning. Cleaning **must** be entered into online system at least 24hrs in advance. Fees will be deducted from reserve automatically.

Fumigation:

Fumigation requests can be made online and will take up to 72 hours for them to be completed at the following rates:

1 Bedroom \$15.00

2 Bedroom \$20.00

3 Bedroom \$25.00

Owners will have online access to their accounts via the internet. You can find this at: www.seasidemexico.com/billpay

Please sign in using your condo number. If you have forgotten your password, click on the appropriate button and your password will be sent to your email address provided. Passwords will be given 7-10 days after the activation of any new account.

Owner E-Mail Address: _____

Bills to be paid will be as follows:

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

Contact Information:

Owner Name: _____

Owner Address: _____

Owner Telephone Number: (work) _____ (home) _____

Signatures:

IN WITNESS WHEREOF, the parties hereto have affixed or caused to be affixed their respective signatures this _____ day of _____, 20____.

Owner **Date**

Owner **Date**

Sea Side Reservations **Date**