



OVERVIEW

BCS Horizon Property Management

You have \$8,630.50 MXN available

Last inspection
20 Oct 2026

Last inspection status
Items noted

Your balance, month by month



OWNER REPORT GUIDE

Your Property Report

A simple guide to staying informed about your home

Your BCS Horizon property report brings together inspection updates, maintenance records, payments and documents in one place. This guide shows where to find each piece of information and how to read it.

Inspections

Weekly visit notes and photos

Maintenance

Work done and upcoming services

Statements

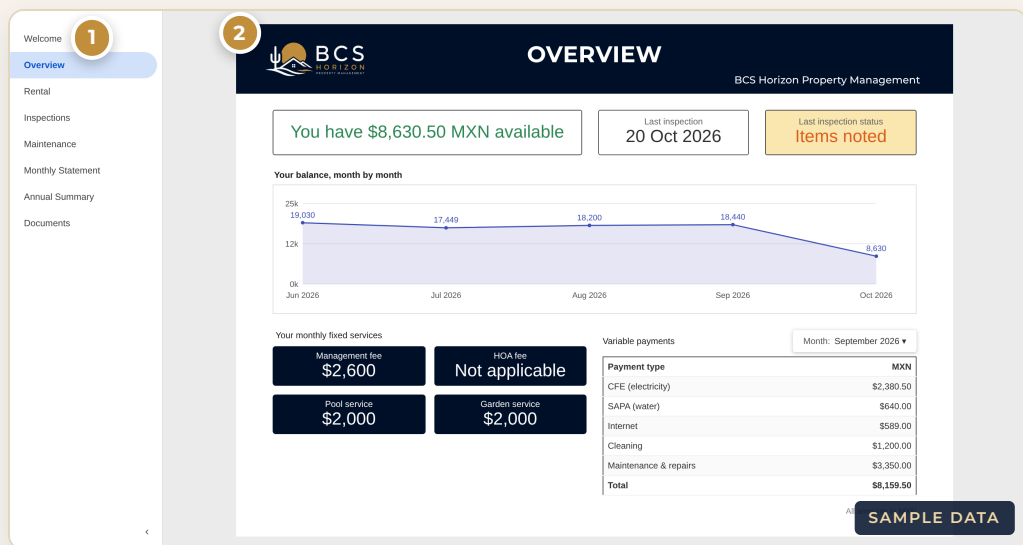
Money received and paid for you

BEFORE YOU BEGIN

Finding your way *around*.

Your report is shared with you through a private, direct link. It opens on the Welcome page, your starting point.

About the examples in this guide: every report image uses fictitious names, dates, figures and notes created for illustration only. They do not reflect real data from any property or owner. Your own report shows the information for your home.



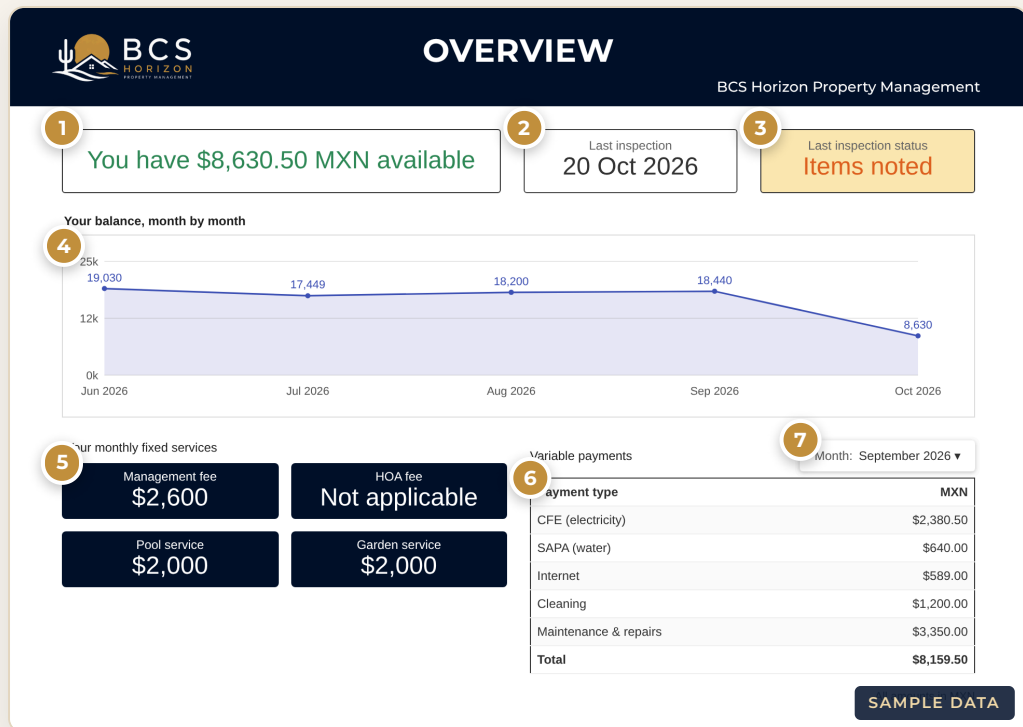
- 1 Navigation menu.** Move between sections. If it is hidden, use the arrow at the bottom left to show it.
- 2 Report page.** The section you selected, with its tables and charts.

- 1 Bookmark your link**
Save the link BCS Horizon sent you as a bookmark so you can return to the same report anytime.
- 2 Check the month**
Some pages have a Month selector. Check the selected month before reading figures, and choose the period you want.
- 3 Give it a moment**
After changing pages or months, let tables and charts finish loading.
- 4 On your phone**
Turn your phone sideways to read wide tables more easily, and scroll within the report to see more.

SECTION 1 | OVERVIEW

Your property *at a glance.*

Start here for a quick summary of your home and your account.



- 1 Your balance.** Funds available in your property account, or an amount owed.
- 2 Last inspection.** Date of the most recent weekly visit.
- 3 Inspection status.** The result of that visit.
- 4 Balance by month.** How your balance has moved over time.
- 5 Fixed services.** Your regular monthly fees.
- 6 Variable payments.** Other payments for the selected month.
- 7 Month selector.** Choose the month you want to review.

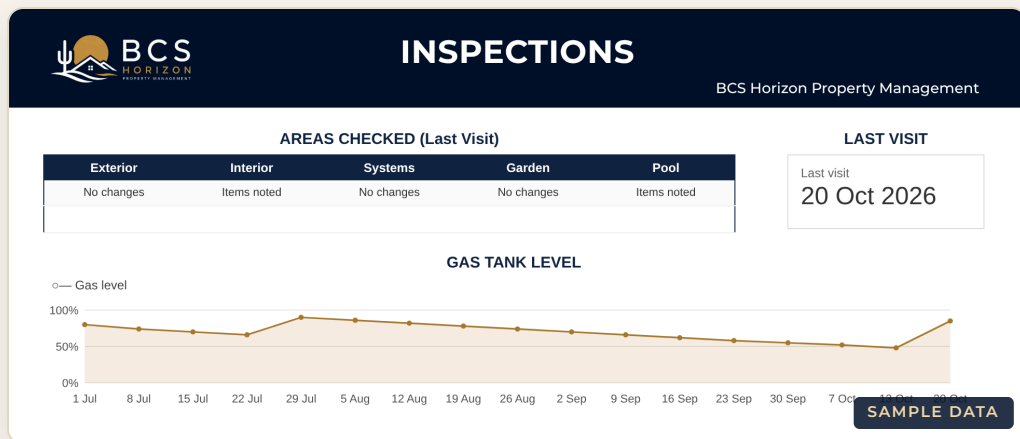
HOW TO READ IT

Check the selected month and the latest inspection date, then review your balance and payments. For the detail behind any payment, go to Monthly Statement.

SECTION 2 | INSPECTIONS

Follow your *weekly visits*.

The top of the page summarizes the latest visit: areas checked (exterior, interior, systems, garden and pool) and, where available, the gas tank level.



Visit history

Every visit with its date, status and notes for you. Select **View photos** to open the photo record for that visit.

VISIT HISTORY				
Date ▼	Status	Notes for Owner		Weekly report
1. 20 Oct 2026	Items noted	A hallway light bulb is out and the pool water level is slightly low. The pool service was notified.		View photos
2. 13 Oct 2026	No changes	All areas in good condition. Doors and windows secured.		View photos
3. 6 Oct 2026	Items noted	Small water stain under the kitchen sink. The area was dried and will be checked again at the next visit.		View photos
4. 29 Sep 2026	No changes	All areas in good condition. Garden irrigation working.		View photos
5. 22 Sep 2026	Items noted	One A/C unit was not cooling well. Service was scheduled with the owner's approval.		View photos
6. 15 Sep 2026	Not performed - no access	Inspection not performed (keys with the owner during their stay).		
7. 8 Sep 2026	No changes	Home prepared after the tenant moved out. All areas in good condition.		View photos
8. 25 Aug 2026	Exterior only - tenant	All good. Interior not inspected (property occupied by tenant).		
9. 18 Aug 2026	Exterior only - tenant	All good. Interior not inspected (property occupied by tenant).		SAMPLE DATA

No changes

Nothing new was recorded during the visit.

Items noted

Observations were recorded. Read the notes to see what was found and any follow-up.

Exterior only | tenant

Only exterior areas were checked because the home was occupied.

Not performed | no access

The visit could not take place because access was not available.

Good to know: records are updated weekly. Visits are visual checks and do not replace technical or structural assessments.

SECTION 3 | MAINTENANCE

Track work and *upcoming care*.

See recurring services and the jobs completed on your home.


MAINTENANCE
BCS Horizon Property Management

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Service	Frequency	Last done	Next due	Status
Cistern cleaning	Every 6 months	Jul 2026	Jan 2027	• On schedule
Fumigation	Every 6 months	May 2026	Nov 2026	• Due soon
A/C service	Every 6 months	Sep 2026	Mar 2027	• On schedule

2

3

Month: September 2026 ▼

Date	Project	Status	Cost
Sep 22	A/C service, 2 units	• Completed	2,400.00
Sep 26	Kitchen faucet replacement	• Completed	950.00

Total

3,350.00

All amounts in MXN | *Due soon

SAMPLE DATA

- Maintenance schedule.** Each recurring service with its frequency, when it was last done and when it is next due.
- Projects.** Date, description, status and cost of each job.
- Month selector.** Check the selected month when reviewing project activity.

Completed	The work is recorded as finished.
On schedule	The service is within its maintenance schedule.
Due soon	The service is due within the next 60 days.

Questions about a job? Contact BCS Horizon if you would like more detail on the scope of work or its cost.

SECTION 4 | MONTHLY STATEMENT

Money received and *paid for you.*

A summary of the selected month and every transaction behind it.


MONTHLY STATEMENT
1 Month: September 2026 ▼
 BCS Horizon Property Management

2

You have \$18,440.50 MXN

Funds remaining in your property account at the end of the month.

3

MONTHLY SUMMARY	
Starting balance	18,200.00
+ Funds received from you	15,000.00
- Paid on your behalf	14,759.50
= Ending balance	18,440.50

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TRANSACTIONS THIS MONTH				
Date	Description	Received	Paid	Balance
1 Sep 2026	Starting balance			18,200.00
3 Sep 2026	Owner deposit	15,000.00		33,200.00
5 Sep 2026	Management fee		2,600.00	30,600.00
8 Sep 2026	Utilities: CFE (electricity)		2,380.50	28,219.50
8 Sep 2026	Utilities: SAPA (water)		640.00	27,579.50
10 Sep 2026	Utilities: Internet		589.00	26,990.50
12 Sep 2026	Home services: Pool service		2,000.00	24,990.50
12 Sep 2026	Home services: Garden service		2,000.00	22,990.50
18 Sep 2026	Home services: Cleaning before arrival		1,200.00	21,790.50
22 Sep 2026	Maintenance: A/C service, 2 units		2,400.00	19,390.50
26 Sep 2026	Repair: Kitchen faucet replacement		950.00	

SAMPLE DATA

- 1 **Month selector.** The period shown on the page.
- 2 **Your balance.** Funds remaining, or an amount to send.
- 3 **Monthly summary.** How the month adds up.
- 4 **Transactions.** Each payment and deposit, with a running balance.

$$\text{Starting balance} + \text{Funds received} - \text{Paid on your behalf} = \text{Ending balance}$$

Positive or negative? A positive balance is money remaining in your property account. A negative balance is an amount owed to BCS Horizon for expenses already paid on your behalf.

Example: start with MXN 10,000, add MXN 5,000 and payments total MXN 8,000. Your ending balance is MXN 7,000.

SECTION 5 | ANNUAL SUMMARY

See the *bigger picture.*

All the months in your report side by side, so you can compare funds received, payments and balances over time.

 ANNUAL SUMMARY BCS Horizon Property Management						
Concept	Monthly activity / MXN					Total
	Jun 2026	Jul 2026	Aug 2026	Sep 2026	Oct 2026	
Starting balance	-	19,029.60	17,448.85	18,200.00	18,440.50	-
+ Funds received from you	28,750.00	10,000.00	12,756.35	15,000.00	-	66,506.35
- Management fee	2,600.00	2,600.00	2,600.00	2,600.00	2,600.00	13,000.00
- Utilities (CFE, SAPA, internet, gas)	3,120.40	3,480.75	3,905.20	3,609.50	3,210.00	17,325.85
- HOA & trust fees	-	-	-	-	-	0.00
- Home services (pool, garden, cleaning)	4,000.00	4,000.00	4,000.00	5,200.00	4,000.00	21,200.00
- Maintenance & repairs	-	1,500.00	650.00	3,350.00	-	5,500.00
- Supplies & furnishings	-	-	850.00	-	-	850.00
- Other	-	-	-	-	-	0.00
= Total paid on your behalf	9,720.40	11,580.75	12,005.20	14,759.50	9,810.00	57,875.85
Ending balance	19,029.60	17,448.85	18,200.00	18,440.50	8,630.50	8,630.50

All amounts in MXN | A negative balance means a credit to your account

SAMPLE DATA

Starting balance	What carried over from the previous month.
Funds received	Deposits you sent for your property account.
Expense rows	Payments grouped by category: management fee, utilities, HOA and trust fees, home services, maintenance and repairs, supplies and other.
Total paid	Everything paid on your behalf that month.
Ending balance	What remained at the end of the month.

HOW TO READ IT

Compare spending by category from month to month. For the detail of a single charge, open that month in Monthly Statement. Ending balances carry forward from month to month, so they are not added together like expenses.

SECTION 6 | RENTAL, WHEN APPLICABLE

Rental information

For homes with rental activity: lease dates, monthly rent, payment day, security deposit, who pays utilities and the rent payment history. Review the lease details first, then compare rent due, amount received and status.

 **RENTAL** BCS Horizon Property Management

Tenant
Sample Tenant

Lease ends
31 Aug 2026

Monthly rent
\$28,000

Lease status
Ended

Lease start
1 Jan 2026

Payment day
1st of each month

Security deposit
\$28,000

Deposit held by
BCS Horizon

Rent payment
Via BCS Horizon

Utilities paid by
Tenant

RENT PAYMENT HISTORY

Month	Due date	Rent due	Received	Status
Aug 2026	1 Aug 2026	28,000.00	28,000.00	Paid
Jul 2026	1 Jul 2026	28,000.00	28,000.00	Paid
Jun 2026	1 Jun 2026	28,000.00	28,000.00	Paid

SAMPLE DATA

Blank fields: if a field shows "No data", the information is not available or does not apply to your home. Rental terms are confirmed separately with BCS Horizon.

SECTION 7 | DOCUMENTS

Supporting documents

Property documents include files such as property tax receipts, fideicomiso documents and the rental contract. **Utility bills & receipts** holds the paid utility receipts for the selected month. Select a link to open the file. If something is missing, just ask.

 **DOCUMENTS** BCS Horizon Property Management

PROPERTY DOCUMENTS

Document Type	Description	Last Updated ▼	Expiry Date	Document
Property taxes	Predial 2026, paid	Feb 2026	Dec 2026	Open file
Fideicomiso	Annual trust fee receipt 2026	Jan 2026	Jan 2027	Open file
Rental contract	Lease agreement, Jan to Aug 2026	Jan 2026	Aug 2026	Open file

UTILITY BILLS & RECEIPTS

Month: September 2026 ▼

Date ▼	Description	Service	Receipt	Amount
8 Sep 2026	Electricity bill, paid	CFE	Open receipt	2,380.50
8 Sep 2026	Water bill, paid	SAPA	Open receipt	640.00
10 Sep 2026	Internet bill, paid	Internet	Open receipt	589.00

All amounts in MXN | Click a link to open file

SAMPLE DATA

A FIVE-MINUTE ROUTINE

Stay up to date, *quickly*.

A simple order to follow whenever you open your report.

1

Open **Overview** for a general update.

2

Check **Inspections** for the latest visit notes and photos.

3

Review **Maintenance** for work done and upcoming services.

4

Open **Monthly Statement** to see payments and your balance.

5

Use **Annual Summary** and **Documents** when you need more detail.

Keep in mind: your report shows the information recorded at its latest update. Check the inspection date and the selected month when reviewing it. All amounts are in Mexican pesos (MXN).

Disclosure: the report images in this guide contain fictitious sample data for illustration purposes only and do not reflect real information about any property.

Questions about your report?

We are happy to help you understand an observation, a payment or a document.

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BCS Horizon Property Management

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