

How to book a monthly rental apartment?

1



Choose the apartment that best suits your needs

Enter the dates you would like to come in the search bar and select the apartment you would like to rent. For a stay between 32 days and 11 months, you can make your pre-reservation through our website and pay the amount indicated.

2



Once you have made the pre-reservation, you will have to send us all the required documents for us to approve it

To be able to confirm your reservation we will need the following documentation:

1 DNI, NIE or Passport

2 Document from work, specifically the type of job:

2.1 Worker for a foreign account

- Last three pay slips
- Work contract
- Income tax declaration statement

2.2 Self-employed

- Income tax declaration statement
- Proof of three previous receipts of pay (I.R.P.F)
- Managerial or administrative information

2.3 Students

- University ID card
- Proof of student payments
- Solvency record and/or third-person guarantor

2.4 Companies

- Certificate of organisation's foundation
- Accredited certificate to the faculty for legal representation of the organisation
- Social tax presented in the last year (Model 200)

2.5 Other cases

- Bank statement or statement of the guarantor
- Proof of income from abroad
- Personal recommendation signed and sealed by the issuing body



IMPORTANT

Remember the conditions of the booking:

- In order to complete the pre-reservation, you will have to pay the amount indicated on our website. If your reservation is rejected we will refund the amount in full.
- For stays over 31 nights, the approval of your booking will be subject to approval from our long-term booking department, the property owner and an income check of the enquiring individual.
- AB Apartment Barcelona will give you the result of your request to rent within three working days. Your income must be 2.5 times more than the value of renting.

3



Confirming your rental and what is included in the price

3.1 In order to confirm your rental you must pay the following:

- 1st month's rent + one-time agency fee (if applicable)
- Agency fee: From 32 days to 11 months: the agency fee is included in the total rental price shown on the website



IMPORTANT

If the reservation is cancelled within the first 48 hours, a full refund will be made of the amount paid (valid for all of our GI referenced apartments and providing that there are more than 30 days before arrival). After 48 hours, no refund will be made not of the first month rent, nor the agency fee (if applicable). Either way, you can change the dates of your reservation up to 30 days before arrival. Restrictions are applied. Please read our [Cancellation policy](#) for more information.

3.2 Linens and towels are included in the rental price for stays of up to 11 months.

3.3 Cleaning, utilities and maintenance of the apartment

- **Final cleaning procedure:** the apartment must be fully cleaned once the rental period is complete. The charge for this must be paid by the tenant. The price is determined by the size of the apartment in m2.
- **Utilities:** you will be charged a minimum monthly rate for utilities such as gas, electricity, water and Internet according to the size of the apartment: 1 bedroom – 120€, 2 bedrooms – 200€, 3 bedrooms – 250€, 4 or more bedrooms – 300€. At the end of your stay we will check the bills and if there are any outstanding amounts that have not been covered by your monthly payments we will deduct these from your deposit.
- **Maintenance:** we provide a maintenance service for the apartment and we will resolve any problems which may occur during your stay. If the problem is a result of a misuse of the apartment or anything inside it, the cost of any reparations must be paid for by the tenant.
- **Apartment inventories:** an external company will carry out an inventory and take photos of the condition of the apartment, both at the time of check-in and check-out. This is necessary to ensure that you can have supporting documentation for the return of the deposit. You will have this information in your customer area to consult whenever you want, in accordance with our commitment to transparency. To check the cost of the inventories, enter your stay dates on our website and select the apartment that you are interested in; the amount will appear in the rental price breakdown. Please note that it may vary based on the apartment's feature.

4



How to make your payments

- For stays from 32 days to 11 months, payment to confirm the rental can be made online by credit/debit card, PayPal or bank transfer, unless another form of payment has been agreed by our agents.

Please note that, if you choose to pay via MASTERCARD / VISA or PayPal, the payment will be subject to a 2% bank fee.
- In case of a delay in payment of rent and/or bills, the tenant will be charged 5% of the total amount owed, for each day that passes without payment.
- For rentals with a leasing contract, the tenant is obliged to pay the property transfer tax (ITP), accrued at the rate of 0.5% of the total rent cost agreed.



IMPORTANT

Bank transfers must be made only after confirmation that the reservation has been accepted.

Here are our bank details:

Account holder: COME2BCN, S.L.
IBAN: ES78 0182 8102 6502 0155 3418
BIC/SWIFT: BBVAESMMXXX
Bank: BANCO BILBAO VIZCAYA ARGENTARIA S.A.

CONCEPT OF THE TRANSFER: Booking number + Booking applicant name

5



Return of the deposit

- The deposit will be refunded within 31 days following departure, provided that the apartment is in a good state and without any damage. In the case it is not, the refund period for the deposit will be subject to conditions of a review of the apartment and the deduction of costs needed for supplies and damage.

6



How to get your keys

- You will receive a confirmation email with instructions on how to obtain the keys to your apartment.

7



ITP - Property Transfer Tax

- There is a tax in the Spanish Tax System not commonly known by citizens: the property transfer tax (ITP). This tax is for properties that are rented with the intention of living there, either as a primary or secondary residence. The ITP tax must be paid upon arrival. In order to make the payment of this tax, it is necessary that both EU and non-EU citizens have a DNI or NIE number.

8



Home Insurance Policy

- All the apartments have a home insurance that covers the content of the property; it does not cover the personal belongings of the tenant. **It is recommended that the tenant contract home insurance to cover their personal belongings in case of damage or theft.** In such cases, the lessor is not responsible.

Rent options for businesses

We have two rent options for businesses:

- 1 **Invoices with VAT:** Not every business owner is legally able to administer invoices. Speak to us and we will tell you about the terms and conditions of the property that you want to rent.
- 2 **Invoices without VAT:** You should supply us with the name and the ID (identification number) or the passport of the tenant, so that the information is recorded in the corresponding part of the contract. Renting carried out by a business on the behalf of an employee, is exempt from VAT and is not subject to withholding. These invoices will be administered under the name of the business, but with 0% VAT.

