

How to reserve an apartment for a medium or long stay?

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Choose the apartment that best suits your needs

If you would like to book an apartment for a 6-month-period, you can make your pre-reservation through our website, if it is for a longer period, please get in touch with us

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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 32 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.

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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
- Agency fee: From 32 days to 6 months: the agency fee is included in the total rental price shown on the website | From 6 to 11 months: the commission is equivalent to one month's rent (+21% VAT)



In the case that you cancel within 48 hours after completing the booking, you will receive a full refund of the amount paid (valid on our apartments with the GI reference code and maximum 30 days before the arrival date). In the other situation that you cancel after the 48 hour window, you will not be refunded for either the rent for the first month, or the agency fee. Nevertheless, you will be able to change the dates of your reservation if they are available, up to 30 days before your arrival. In order to avoid costs incurred by unforeseen cancellations, we recommend that customers take out travel insurance. All cancellations must be communicated via email.

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.

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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.

If you choose to pay with an online cards, please take into account that the follow charges may be applied: VISA or MASTERCARD, 2%, AMERICAN EXPRESS, 4% and PayPal 2% top of the amount paid. For other payments to online cards, please get in touch with our commercial team.

- 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 week that passes without payment.
- For reservations longer than 6 months, the tenant is obligated to pay the property transfer tax, 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.

You can pay by internet banking to bank:

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

CONCEPT OF THE TRANSFER: Booking number + Booking applicant name

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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.

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Collecting the keys

- You will receive a confirmation email detailing where you need to go to collect your keys. This will either be our 24h Check-in Office or our Long-Term Rentals and Sales Office, depending on the length of your stay.

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ITP - Property Transfer Tax

- In the Spanish Tribunal system, they have a task that is not well known by citizens: The Property Transfer Tax/ITP on renting properties with intention to living there. The Property Transfer Tax must be paid on arrival; the amount is set when the reservation is complete. To be able to complete this tax payment, it is essential that both citizens from and away from the community provide their NIE. For this, you must send a copy of the NIE within a maximum of 2 months after arriving at the apartment.

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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.

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Renewing a monthly rental contract

- If you wish to extend your stay in the apartment once the rental period is over, you will be required to pay the agency commission again.

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.

