

## RENTAL CONTRACT

The apartment is considered reserved after receiving the required documentation and payment, corresponding to a monthly rent, the acceptance of the reservation is always subject to the acceptance of the profile by the landlord.

## DOCUMENTATION

### • UNIVERSITY STUDENTS / HIGHER STUDIES

- Proof of registration of the University / Institute or receipt of registration
- Passport / DNI / NIE
- Permanent address (not the one of the apartments you wish to reserve)
- European bank account (Ask)

## CORPORATE RESERVATIONS

- Deed and CIF of the company
- Public deed of empowerment and passport / DNI / NIE of the representative
- Last declaration of corporation tax
- Passport / DNI / NIE of the tenant
- Data of a European bank account (Ask)

### • SELF EMPLOYEE

- Passport / DNI / NIE
- Last income statement
- Data of a European bank account (Ask)

### • WORKERS BY COUNTRY ACCOUNT

- Copy of the work contract
- Copy of the last three payrolls
- Permanent address (not the one of the apartment you wish to reserve)
- Data of a European bank account (Ask)

• **OTHERS** (if none of the conditions are met, the rent will have to be paid in advance and in full)

- Passport / DNI / NIE
- Permanent address (not the one of the apartment you wish to reserve)
- Data of a European bank account (consult)

## PAYMENT

Once you have received the corresponding documentation, you will receive instructions on how to make the different payments. Payment of the entire reservation must be made before the delivery of the keys, either by credit card or by bank transfer:

- **DEPOSIT** - equivalent to 2 months' rent (Consult for stays of less than 3 months)
- **RENT OF THE MONTH IN PROGRESS-** (if you access the apartment during the current month, you will only be charged with the proportional part calculated from the date of entry, if this is before the 15th the proportional part of the first month will be charged, if the entry date is after the 15th day of the month, the proportional part of the first month + the entire second and the corresponding consumption must be paid

**RENTAL SERVICES** - non-refundable: (The rental services include all the management of your reservation and contract, document management in the INCASOL, ITP management, check in and check out in the flat, as well as the signing of the corresponding rental contract, they also include an assigned manager during your tenancy and a telephone helpline for emergencies 24 hours a day, 7 days a week)

- o For bookings of 1 to 6 months = 70% of one month's rent + VAT
- o For bookings of more than 6 to 12 months = One month's rent + VAT

Our bank details:

- Entity: CAIXABANK
- Owner: Atemporal Real Estate S.L.
- IBAN: ES7421000784810200071635
- BIC / SWIFT: CAIXESBBXXX
- Reference: Tenant name and floor reference
- Account number: 21000784810200071635

- To reserve the flat, you must pay the minimum amount corresponding to a monthly payment, being able to make, if deemed appropriate, the total payment of the reservation

that will include: Deposit (1 or 2 monthly payments, depending on the duration of the contract), Rental services (% of a monthly payment depending on the duration of the contract) 1st and 2nd month (or proportional parts) ITP (Transfer tax).

## **TYPES OF AVAILABLE RENTAL CONTRACTS**

### **CLOSED**

For reservations with confirmed arrival and departure dates.

- Payment options:
  - o Monthly - Collection will be made monthly by direct debit or transfer, and the payment will have to be received before the third working day of each month.

You cannot cancel or shorten the contract, otherwise a penalty will be applied corresponding to the 2 months of deposit.

### **PREPAID 100%**

You can choose to pay for your entire stay, including the approximate cost of consumption. In case of cancellation, the pre-paid amount will not be refunded.

### **OPEN**

For 12-month reservations with open dates of departure.

In this case, you will have to inform us of your departure date during your stay. If you notify us less than two months in advance, you will have to pay up to 2 months after the notice. If you advise us two or more months in advance, there will be no penalty.

## **DETAILS OF PAYMENT**

The payment will be made monthly directly by direct debit, bank transfer or credit card, and the payment will have to be received before the third working day of each month. Any banking expenses caused by rejected payments must be assumed by the client. All payments must clearly indicate the number of the reservation and the name of the client as it will appear in the rental contract.

If the payment has not been received before the 10th of each month, a surcharge of 10% applies.

### **CONSUMPTION**

Consumptions are NOT INCLUDED in the rental of the apartment and will be calculated according to standard reference values and the surface area of the house. The approximate minimum cost of the consumptions is the following:

- 1-bedroom apartment - € 90 / month\*
- 2-bedroom apartment - € 150 / month\*
- 3-bedroom apartment - € 200 / month\*
- 4 + bedroom apartment - € 250 / month\*

*\*Ask the apartment manager on a case-by-case basis.*

This payment will have to be paid together with the monthly rent within the first 3 working days of each month. At the beginning of the stay, the corresponding meters will be read. In case of observing excessive consumption, the amount of the difference between the estimated consumption and the real consumption will be communicated. At the end of the stay, we will proceed to compare the readings and to charge any difference. In some apartments, the consumptions will have to be paid with a fixed monthly rate. For more information, consult our agents.

### **SIGNATURE OF CONTRACT**

Once confirmed that the apartment is available for your stay and you have received the documentation and the corresponding payments, you will be asked to sign a contract with the rental conditions, which will include the duration of the stay, the costs involved and the terms and conditions of use of the apartment among others. The signature of the contract will be made in the flat at the time of handing over the keys if all documentation and collections are up to date.

### **CANCELLATION POLICY**

The cancellation policy depends on the type of contract chosen; however, in all cases, the Rental Services will not be refundable.

**BOOKING CONDITIONS:**

1. The payments received in concept of booking reservation will not be returned in no case if the tenant resigns to the same one.
2. The reservation will be automatically cancelled if the full payment of the reservation has not been received by the start of the contract.
3. The acceptance of the reservation is subject to the approval of the owner.
4. The acceptance of the reserve implies the acceptance of the general conditions of reserve of Atemporal Real Estate S.L.
5. It will proceed to the refund of the amount paid for reservation if any of the following cases:
  - A. The property is not available on the date indicated as the beginning of the contract.
  - B. Rejection of the profile by the property

**DEPOSIT**

It is necessary to pay a deposit equivalent to 2 months' rent or 1 month for stays of less than 3 months (prior acceptance by the property), to ensure coverage of any damage caused to the apartment or its contents. By accepting our terms and conditions of use, you agree that any damage caused by you or any of your companions will be deducted from the deposit and that you will also be liable for any damages whose amount exceeds the value of the deposit.

The deposit will be refunded within a period of no more than 30 days after the end of the contract, as long as the client leaves the apartment clean and in good condition after the final inspection.

- Refund of deposit - the deposits will be returned by bank transfer. If bank commissions are produced, they will be charged to the client.

**DAY OF ARRIVAL**

You will have to inform us in advance of your approximate arrival time so that we can schedule your check-in on the floor. Please keep your contact person informed of any changes or delays.

Your contact person will have your phone number and your email address to contact you and request information about your arrival schedule. You, for your part, may communicate this information via e-mail or by calling the telephone number indicated for that purpose.

The address of the apartment is clearly indicated in the reservation.

Your contact person will receive you at the apartment to give you the keys and provide all the necessary information for your stay in addition to signing the contract.

Your apartment will be available from 3:00 pm; however, we will do our best to advance your check-in in case you arrive earlier. The keys will be delivered during office hours, from 10 a.m. to 6 p.m.

In the exceptional case of key handover outside office hours, this will have an additional cost of 30€.

The check in on the floor and the delivery of keys are subject to the previous payment of the entire reservation and to the availability of the assigned manager.

### **CHECK OUT DAY**

Preparation for departure

During the week prior to your departure, we will arrange a visit to inspect the apartment in your presence.

The day of departure

You will have to leave the apartment before 12: 00h.

If you need to leave later, please check with your contact person if possible. Departures from 6:00 pm will have an extra charge prorated based on the rental price.

You must leave the apartment clean and tidy, free of trash. If the apartment is not left in the right conditions, additional cleaning expenses will be incurred.

After having checked that you are in possession of all your belongings and that the building's portal is not locked, leave the keys on the table and close the apartment door.

### **FINAL CLEANING**

The apartment will be delivered clean and equipped with sheets for your stay.

The final cleaning is mandatory, and its price is defined according to the size of the apartment. The amount of the cleaning will be confirmed when you make the reservation and will be deducted from the deposit at the end of your contract.

During your stay you must respect local regulations and properly dispose of the garbage. It is forbidden to leave garbage bags in the apartment or in the common areas of the building.

### **NUMBER AND IDENTITY OF GUESTS**

The number of guests must not exceed the number legally allowed in each apartment, except in the case of children under two years of age.

## **CONDUCT IN THE APARTMENT**

We appreciate your help in controlling the noise produced and keep it at a reasonable level, both in the apartment and in the common areas of the building. Your apartment is in a residential building with neighbors who get up early to work or study. The hours of rest must therefore be respected. By signing the contract, you, the client, agree to behave responsibly and correctly on behalf of you and your companions.

## **RESPONSIBILITIES**

Neither Atemporal nor the owner of the apartment will be responsible for any direct or indirect damage that may occur as a result of the use made by the client of the apartment, including damages or losses caused by fire, theft or criminal behavior. All our apartments have insurance that covers damage caused by water, fires, and civil liability, but does not cover the loss of personal belongings due to theft.

We remind you that if you book an apartment with Atemporal, you automatically accept our Terms and Conditions of use, which we hope will fully comply.

**Protección de datos personales:** En cumplimiento de la L.O. 3/2018 de 5 de diciembre, sobre Protección de Datos de Carácter Personal, y en el Reglamento (UE) 2016/679 del Parlamento europeo y del Consejo de 27 de abril de 2016, la Agencia informa de la existencia de una base de datos en la que se introducirá la información de este documento, con la finalidad de mantener y gestionar la relación contractual con la Propiedad. Los derechos de acceso, rectificación, cancelación y oposición de los datos de carácter personal podrán ser ejercitados ante ATEMPORAL REAL ESTATE ASSETS, S.L en su domicilio social de Pº de Gracia 85, 8ª 08008 - Barcelona. El Propietario otorga su consentimiento para que ATEMPORAL utilice la información suministrada para la realización de estadísticas y/o la comparta con los demás licenciatarios de su red única y exclusivamente con fines directamente relacionados con el objeto principal del encargo, y conoce que dicha información podrá ser compartida con las autoridades encargadas de realizar actividades de vigilancia y control.