



## BOOKING CONDITIONS

The acceptance of the reservation is always subject to the acceptance of the profile by the landlord. The apartment is considered reserved after receiving the required documentation and payment (corresponding to the deposit, €950).



## DOCUMENTATION

### ❖ UNIVERSITY STUDENTS MASTERS / DOCTORATES

- University proof of registration /Institute or registration receipt
- Passport / DNI / NIE
- Permanent address (not the one of the apartments you wish to reserve)

### ❖ CORPORATE RESERVATIONS

- Deed and company CIF
- Public deed and proxy certificate and passport / DNI / NIE of the representative
- Last declaration of corporate tax
- Tenant 's Passport / DNI / NIE

### ❖ SELF EMPLOYED

- Passport / DNI / NIE
- Last annual income statement

### ❖ EMPLOYED WORKERS

- Work contract copy
- Last three payrolls documentation
- Permanent address (not the one of the apartment you wish to reserve)

### ❖ 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)

## TYPES OF CONTRACTS



For reservations with definitive arrival and departure dates.

Payment options:

- Monthly - Payment must be made monthly by transfer or debit/credit card, this must be received before the fifth day of each month.
- Prepaid 100% - You can choose to pay for your entire stay, including the monthly utilities average.

You cannot cancel or shorten the contract, otherwise, a penalty corresponding to the amount paid in deposit will be applied.

The price of the apartment includes a free parking space, utilities (electricity, water and gas), community fees, high speed WIFI, regular cleaning and linen change, access to all common areas, events and activities, 24h reception team, package pick-up service and free maintenance if something breaks down in the apartment.



## PAYMENT

Once you have received the corresponding documentation, you will receive instructions on how to make the different payments. Any pending payment amount must be made before the check-in, either by credit card or by bank transfer

- ❖ **DEPOSIT** – 950€
  
- ❖ **CURRENT MONTH'S RENT** – 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 15<sup>th</sup>, the proportional part of the first month will be charged. If the entry date is after the 15<sup>th</sup> of the month, the proportional part of the first month + the entire second month must be paid.
  
- ❖ **RENTAL SERVICES** – Included (0€)

### 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 month's rent. If it is deemed appropriate, full payment of the reservation can also be made.

❖ **UTILITIES EXPENSES**

Utilities ARE INCLUDED in the rent of the apartment.

**PAYMENT DETAILS**

The payment will be made monthly directly by direct debit receipt, bank transfer or credit cards. Any bank expenses caused by transfers, rejected payments or international credit cards must be assumed by the tenant. Payment must be received from the 1st to the 5th of each month. All payments must clearly indicate the number of the reservation and the name of the client as it will appear in the rental contract.

**CONTRACT SIGNATURE**

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 signing of the contract will be done directly with the property if all documentation and collections are up to date.



## BOOKING

### 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 for the reservation will not be returned in any case if the tenant renounces to the reservation.
  2. The reservation will be automatically cancelled if the full payment of the reservation has not been received on the day of the beginning of the contract.
  3. The acceptance of the reservation is subject to the approval of the reservation by the landlord.
  4. The acceptance of the reservation implies the acceptance of the general conditions of reservation of Atemporal Real Estate S.L.
  5. A refund of the amount paid for the reservation will be made if any of the following cases occurs:
    - If the property is not available in the date indicated as beginning of the contract.
    - Non-acceptance of the reservation by the property.
- **Deposit refund** - the deposits will be returned by bank transfer. If bank commissions are produced, they will be charged to the client.

## CHECK IN



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

Your property manager 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 indicated in the reservation.

Your property manager 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.

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

Check in will be scheduled from 3:00 p.m.

## CHECK OUT

### Preparation for departure



One day before your departure or the same day, we will arrange a visit to inspect the apartment in your presence

### Departure day

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

If you need to leave later, please check with your property manager if possible

You must leave the apartment clean and tidy, free of trash.

## FINAL CLEANING

The apartment will be delivered clean and equipped.

A cleaning and linen change is included every 15 days, you will have to coordinate the service with the reception staff.

## **GUESTS INFORMATION**

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.

## **APARTMENT BEHAVIOR**

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; the hours of rest must therefore be respected. By signing the contract, you, the tenant, agree to behave responsibly and correctly on behalf of you and your companions.

## **RESPONSABILITIES**

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 tenant of the apartment, including damages or losses caused by fire, theft or criminal behaviour. 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.

**Protection of personal data:** In compliance with O.L. 3/2018 of 5 December on the Protection of Personal Data, and in Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016, the Agency informs of the existence of a database in which the information in this document will be entered, with the aim of maintaining and managing the contractual relationship with the Property. The rights of access, rectification, cancellation, and opposition of personal data may be exercised before ATEMPORAL REAL ESTATE S.L at its registered office at P<sup>o</sup> de Gracia 85, 8<sup>a</sup> 08008 - Barcelona. The Owner gives his consent for ATEMPORAL REAL ESTATE S.L. to use the information provided for the production of statistics and/or share it with other licensees of its network only and exclusively for purposes directly related to the main purpose of the order and knows that such information may be shared with the authorities responsible for carrying out monitoring and control activities.