



# How to book an apartment

Contact Aspasios for the rental conditions and confirmation of availability.

## Documents



### Documents needed:

- Tenant passport / NIE / ID copy
- Permanent address different to the one of the flat you want to book.
- SEPA bank account (EEC)
- Reason for temporary stay

### According to your situation, please send us in addition:

#### University student or specialized school:

- University or school registration letter or receipt
- Proof of sufficient financial means to support his stay in the country and payment of rent.

#### Company employees:

- Copy of the work contract
- Copy of the last three payrolls

#### Company:

- Constitution deeds and TIN of the company
- Company's representative full power deeds and DNI /ID / NIE or passport
- Last tax statement

#### Freelance:

- Last income tax return.



### Application Status

The acceptance of the application will be decided by the owner.

Aspasios will notify the result of the application to rent within a maximum of 48 hours.

## Payment



### Economic conditions for the reservation of an apartment:

- The proportional part of the month from the check-in date.
- The security deposit: 2 months rent.
- Final cleaning: according to the total area (m2) of the apartment
- The agency fee: depending of the contract duration:
  - From 1 to 3 months: 60% of a monthly payment
  - From 3 to 4 months: 80% of a monthly payment
  - From 4 to 5 months: 100% of a monthly payment
  - From 5 months: 10% of an annuity

*\* Always adding 21% of I.V.A.*

### Booking Confirmation:

- To confirm the reservation, the tenant must make a prepayment corresponding to the agency fees

*\* Please send the bank transfer receipt by email to your contact in charge of your booking, showing the tenant name and the apartment reference name*

### Balance:

- The tenant must make the full payment with a minimum of 15 days before arrival at the apartment (monthly rent, utilities, deposit and final cleaning).

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## Cleaning



**The final cleaning of the apartment is mandatory and will be the responsibility of the tenant.**

The price is established based on the total area (m<sup>2</sup>) of the apartment and the amount will be indicated in the economic conditions of each apartment.

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## Utilities



**Utilities are not included in the monthly rental price.** A monthly provision will be charged depending on the apartment, it can oscillate between 150 - 250 euros per month, it will be indicated in the economic conditions of each apartment. These payments will be regularized at the end of the contract with the actual consumption made in the home.

*\* Please note that some apartments have a fixed amount for utilities, in which case it will be indicated in the contract.*

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## Check in



To arrange the check-in, you must agree with our agent. The entrance to our apartments is coordinated during office hours, from 9:30 a.m. to 6:30 p.m. Monday to Friday.

Outside the office hours (9:30 am to 6:30 pm), during the weekend or bank holiday, 30€ extra will be charged.

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## Contract



The acceptance of the application will be decided by the owner.

If the contract is not formalized by the tenant, he/she will lose the amount delivered as a reservation.

If the contract is not formalized by the owner and/or does not accept the application to rent, the agency will return the amount paid.



### ASPASIOS LONG-TERM RENTALS

Offices: Monday to Friday,  
from 9.30AM to 6.30PM  
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