

1. HOW TO FIND THE RIGHT APARTMENT FOR YOU

ShBarcelona offers you temporary contracts for flats, apartments, lofts and studios from 1 to 11 months.

Visit www.shbarcelona.com and if you click in **Monthly Rentals** you will find details, availability and a useful photographic dossier of all our apartments, flats and also their location on the city map.

All our apartments are reformed, decorated and fully furnished (washing machine, fridge, cutlery, dinner service, bed set, TV, etc.) in order to offer you comfort and high standard of living.


The utilities (electricity, water and gas) are for use and it is the tenant's responsibility to pay for them.

Internet, Cable TV and telephone, should be contracted by the tenant himself and pay for it in most of our apartments.



How to make a quick search:

› **Apartments with immediate availability:**

They are marked with a green tick – 

› **Apartments with a future availability:**

You will see that in these apartments will appear - Available **from 21-12-09**

(Sometimes, we are waiting for the confirmation of the tenant to leave the apartment)

Flats have to be rented in a maximum deadline of 5 and 15 days after the availability date.

We recommend you that once you have selected apartments that interest you to send us an email to sh@shbarcelona.com with:

- Apartment reference number
- The check in date
- Reason for your stay.

2. WHAT WE REQUIRE FROM YOU

University Students or Specialized Schools

- 2.1 Original University or School Registration letter or Receipt
- 2.2 A permanent address in the origin country
- 2.3 Original passport / Identity Card / or NIE
- 2.4 A Spanish bank account number (this can be provided afterwards if you do not live in Spain)

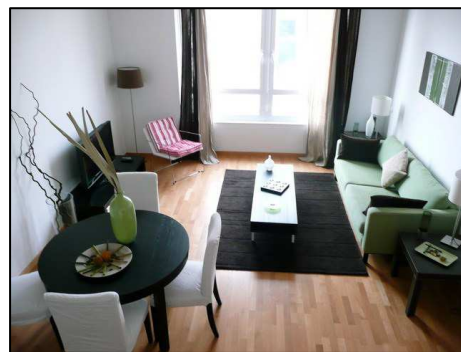
Employees

- 2.1 Original work contract
- 2.2 The three last payrolls or a letter from the company's Human Resources Department
- 2.3 A permanent address in the origin country
- 2.4 Original passport / Identity Card / or NIE
- 2.5 A Spanish bank account number

Companies and Self employed

- 2.1 Memorandum of Corporation
- 2.1 Full power deeds of the company's legal representative.
- 2.3 The last tax declaration (only for self employed)
- 2.4 A permanent address in the origin country
- 2.5 Original passport / Identity Card / or NIE
- 2.6 Spanish bank account number

Every case will be studied individually. The conditions and number of deposit to be paid will depend on the owner's final decision.



3. ECONOMIC CONDITIONS

“Minimum” requirements to rent an apartment:

Current month's rent + 2 months security deposit + agency fee

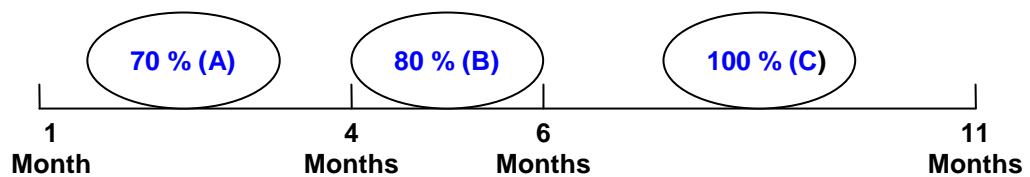
Current month's rent: the proportional part of the current month's rental from the first day contract until the last natural day of the month.

Security Deposits: the “minimum” deposit will be two months rental, always depending on the owner's final decision. It will be refund within 15 or 45 days after the end of the contract.

Consequences of Law 16/2009 of 13 November 2009, bank transfer in all Europe will have a cost of 5 Euros + VAT.

Rents with pets: In cases where pets are permitted, we will ask you for an extra deposit.

Agency Fee:



A. Between one and four months contract: a 30% discount of the total amount indicated above (C).

B. Between four and six months contract: a 20% discount of the total amount indicated above (C).

C. More than a six months contract: Agency's commission will consist of one month rental plus the prevailing taxes.

Utilities:

Regarding utilities (gas, water and light), we will deduct a fix amount every month on the top of the rent..

1 room will be 60€/month - 2 rooms: 120€/month - 3 rooms 160€/month

– 4 rooms 220€/month.

At the end of the contract we will regularize those provisions with the real invoice.



4. RENTAL CONTRACTS

We are quite flexible so we offer you two different kinds of contract:

A. 11 months flexible contracts:

The tenant will sign an 11 month contract, so any previous contract cancellation has to be advised by fax or e-mail within a notice period of two months.

The fact of not giving any notice will entail the obligation to pay the remaining months of the contract as well as all the utilities bills.

B. Close contracts:

Contracts with a definite stipulated beginning and termination date. Leaving the apartment before the deadline will entail the obligation to pay the remaining months of the contract as well as all the utilities bills.

In case the tenant decides to sign a new contract for the same apartment or for a different one, we will offer you a discount of the 40% on the agency fee

Any new contract could imply an increased rent and has to be accepted by the owner.



5. HOW TO BOOK YOUR APARTMENT

Before making any reservation we will need all the documentation required.

Once we have received it we will give you the confirmation to book.

In order to make a booking you will have to pay a reservation fee of one month rent that will be deduced from your final invoice.

This booking will have an expiration date.

We will only refund the reservation fee in the following cases:

- If the apartment it is not available for the requested period
- If the tenant does not prove sufficiently solvent

In case you want to book an apartment from outside Barcelona, we do suggest you to make a bank transfer indicating name of the tenant and the apartment reference

- Bank:	CAIXA PENEDÉS
- Address:	Av. Mistral, 18 - 08015 Barcelona
- Account name:	DECOFLAT
- IBAN:	ES23 2081 0323 7933 0000 2024
- BIC:	CECAESMM081
- Referencia:	Nombre inquilino y referencia del piso
- Account number:	2081 0323 79 3300002024

IMPORTANT:

Once you have made the bank transfer, please do not forget to send and email to rcasaleiz@shbarcelona.com with a copy of the bank transfer.

- In case you prefer to make a reservation in our offices, please call us or send us an e mail asking for an appointment.