



BARCELONA



## How to book an apartment

1.0 →



Select your flat - choose the reference of the apartment you like the most, letting us know the reason for your stay as well as your check in and out dates

2.0 →



Contact ShBarcelona so we can confirm the availability of the flat and send you the specifications of your apartment

3.0 →



Send the following documentation:

### 3.1 University student or specialized school

- a. University or school registration letter or receipt,
- b. Passport/NIE/ID,
- c. Permanent address different to the one of the flat you intend to book,
- d. Optional: SEPA bank account (EEC).

### 3.2 Company

- a. Constitution deeds and TIN of the company
- b. Company's representative full power deeds and DNI or passport,
- c. Last tax statement,
- d. Tenant's passport/NIE/ID,
- e. Optional: SEPA bank account (EEC).

### 3.3 Self-employed worker

- a. Passport/NIE/ID,
- b. Last income tax return,
- c. Optional: SEPA bank account (EEC).

### 3.4 Company employees

- a. Copy of the work contract,
- b. Copy of the last three payrolls
- c. Permanent address different to the one of the flat you intend to book,
- d. Passport/NIE/ID,
- e. Optional: SEPA bank account (EEC).

### 3.5 Other (the entire stay must be paid in advance)

Passport/NIE/ID

**IMPORTANT:**

If you need to open a bank account, we kindly recommend that you consider Sabadell banc at C/ Comte Borrell, 87, letting them know you are a ShBarcelona customer. This process is quick and simple (10-15 minutes approx.); you will only have to provide your passport to open the account.

4.0 →



ShBarcelona will notify you the result of your request within a maximum of 24 hours

5.0 →



Make the booking fee payment:

### 5.1 Economic conditions required (payment to be made moving in)

**a. If the contract begins before 15<sup>th</sup> of the month (included), the total amount to pay corresponds to the sum of the following amounts:**

- . the **current month rent**: the proportional part of the month only counting from your check-in date
- . the **security deposit (minimum)**: 2 months' rent security deposit,
- . the **agency fee**: depending of the contract duration
  - . Longer than 6 months: 1 month's rent +VAT [21% in Spain],
  - . From 4 to 6 months: 1 month's rent +VAT [21% in Spain] -20% discount,
  - . From 2 to 4 months: 1 month's rent +VAT [21% in Spain] -30% discount,
  - . From 1 to 2 months: 1 month's rent +VAT [21% in Spain] -60% discount,

**b. If the contract begins from the 16<sup>th</sup> of the month, the total amount to pay corresponds to the sum of:**

- The same conditions previously explained + **the second month rent** + **corresponding amount of utilities**

### 5.2 Final cleaning

The final cleaning of the apartment is mandatory and will be charged to the tenant; the price is set according to the total area (m<sup>2</sup>) of the apartment.

### 5.3 What about utilities?

Utilities are not included in the monthly rental price; we will charge an amount from the second month of the lease depending on the bedrooms: 1 bedroom 90€, 2 bedrooms 120€, 3 bedrooms 160€, 4 or more bedrooms 220€. These payments will be regularized once the lease ends with the official expenses being made in the flat.

### 5.4 The "ShBarcelona Plus" included in your contract

«**Service Maintenance 24/7**»: during your stay, you can use our 24/7 ShBarcelona maintenance service. They will be able to assist you and if is necessary will send a person to solve any problem that has occurred in the apartment. This service is free of charge. However, please note that if the problem is derived from misuse or accident attributable to the tenant, then the repair costs will be charged.

« **Ready to move in**»: all our apartments are furnished and equipped. All of them have a washing machine, bed linen and blankets; you just have to bring your personal belongings and your own towels. The apartment will be thoroughly cleaned before your arrival.

## 5.5 How to book the apartment

«**Easy booking**»: pay everything (current month's rent + 2 months' rent security deposit + agency fee). The only thing left to be done is to come to our office on your check-in date to collect the keys.

«**Two step booking**»: pay one of the 2 months rent security deposit in advance (which will be deducted afterwards from the whole initial payment) to book the flat, and pay the remaining amount any time before moving in.

Our monthly rental reservation policy does not allow reservations to be made more than 12 days after the accommodation availability date. If you are in this case and you are interested in a specific property, contact us to consult directly with the ShBarcelona commercial team.

## 5.6 How to pay the booking fee

We kindly suggest paying the booking fee by bank transfer using the following information:

**Bank:** Banco Sabadell

**Address:** C/ Comte Borrell, 87 - 08015 Barcelona

**Holder:** Decoflat

**IBAN:** ES65 0081 1763 11 0001002404

**BIC/SWIFT:** BSABESBB

**Reference:** Tenant's name and flat reference number

**Account n°:** 0081 1763 11 0001002404



### IMPORTANT:

Once the transfer is made, send the bank tranfert receipt by email to your contact in charge of your booking, clearly showing the tenant's name and the flat reference number.

You can also use electronic payments methods, but in this case the following management costs will be apply: VISA MASTERCARD 1% on the amount paid, AMERICAN EXPRESS 3% on the amount paid; other electronic payments methods, consult with our commercial team



ShBarcelona will send your booking document.

## 6.1 Keys collection

Our office, in Casanova Street 99 will remain open on Mondays to Fridays from 10am to 7pm and Saturdays from 10am to 1.30pm for the keys handling process. If checking-in outside of this schedule, the keys will be provided directly at the flat and 30€ extra will be charged till midnight, beyond that time: 50€.

## 6.2 Information

The acceptance of your request will be decided by the owner.

The owner of the booking is entitled to the full refund of the booking amount paid to ShBarcelona, if the contract is not finalized for reasons attributable to the property, without in any case, having the right to demand any additional compensation.

In addition, it is important to keep in mind that although the apartments have insurance that covers water damages, fire and civil liability, this insurance does not cover damages or possible theft of your personal belongings. You can contact us to find out how to acquire insurance against burglary.

Monthly rental

Yearly rental

Short term rental

Sales department

Renovation and decoration

Insurance

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