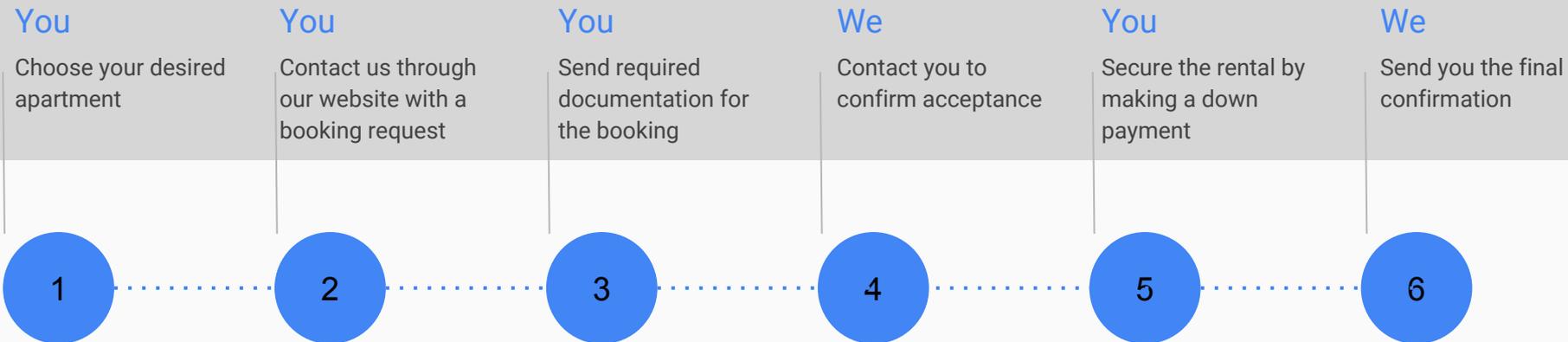


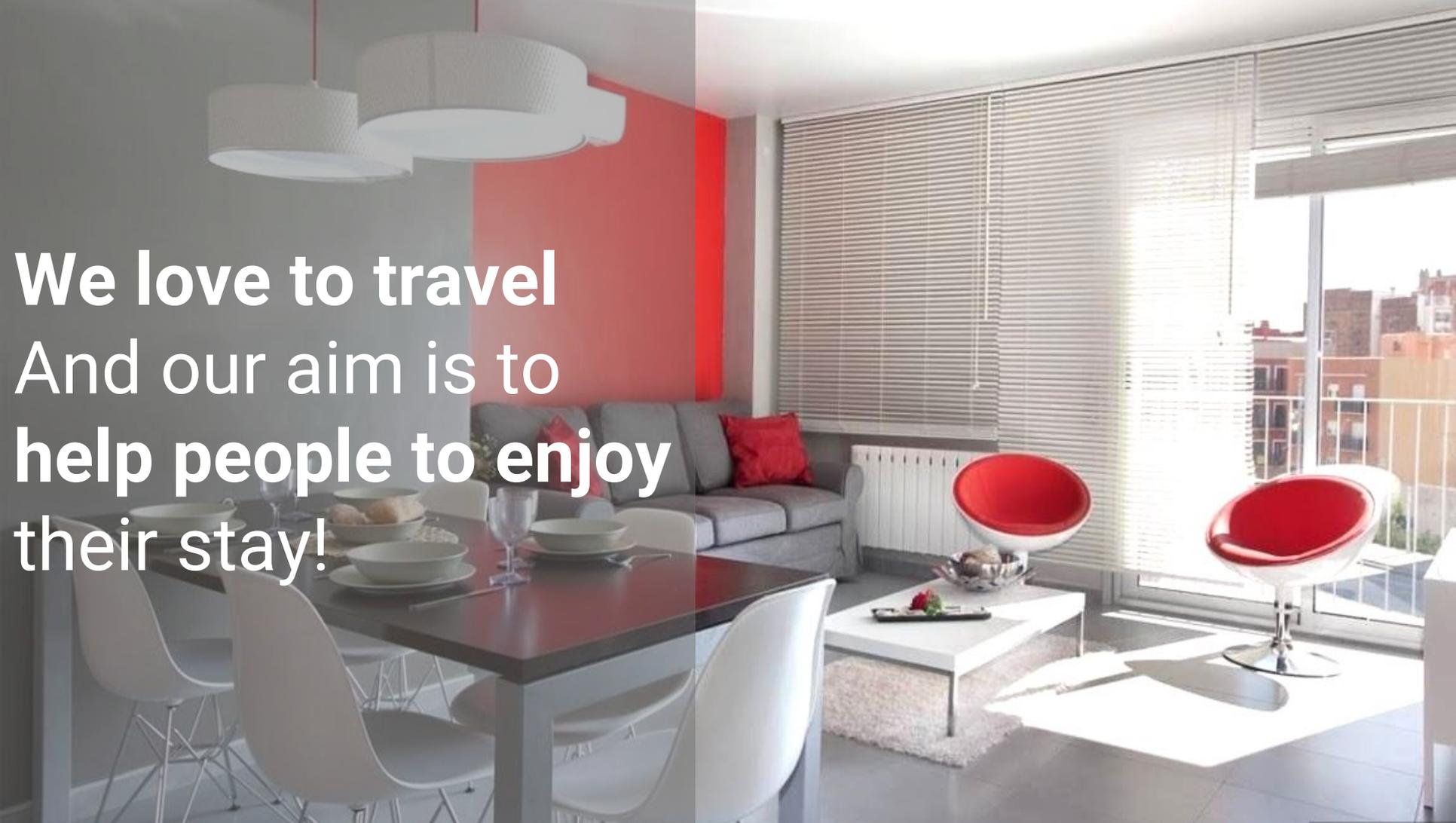
Long term rentals - How to book

This guide applies to short term rental through Oh-Barcelona (32 days to 11 month)

6 simple steps



**We love to travel
And our aim is to
help people to enjoy
their stay!**



1

You - Choose your desired apartment

On our website you decide for the apartment you like most using filters, desired date for entering the apartment, prices, photos, floorplans etc.

2

You - Contact us through our website with a booking request

Once you have decided, get in contact with us through the contact form present in the page of the apartment which you have chosen. Pick from the list your reason for having contacted us and just follow and fill in the contact form. We will come back to you at the latest 24 hours after regarding your enquiry.

3

You - Send required documentation for the booking

In case you want to make a reservation for an apartment we need you to send some additional information in order to determine the reason of your stay (necessary by Law). There are 5 possibilities (Company, Student, Self-employed, Employee or others). Choose yours and send it to the email-address info@oh-barcelona.com

Documentation

- ★ The acceptance of your request will be decided by the owner, the same as the security deposit required.
- ★ You will need to have a bank account that admits automatic debits from Spain. You will have 10 working days for this step.

	Companies	Students (University / School)	Self-employed	Employees	Others
Tenant's passport o similar	✔	✔	✔	✔	✔
European bank account	✔	✔	✔	✔	✔
Actual permanent address		✔	✔	✔	✔
Constitutional deeds	✔				
Company's representative full power deeds and TIN of the company *	✔				
Last tax statement	✔				
University or School registration letter or similar		✔			
Last Income Tax Return			✔		
Work contract				✔	
Last 3 payrolls				✔	

* TIN : Taxpayer Identification Number ([more info](#))

4

We – contact you to confirm acceptance

Oh-Barcelona will get in contact with you within 24 hours and by email to notify the result of our request and to help you with the next steps to take.

5

You – secure the rental by making a down payment

Now that the rental is confirmed and you will be moving in soon we will ask you to make a down payment in order to validate the rental agreement. This payment is usually as follows but may vary depending on the Owners Requirement and your reason and length of stay:

✓ **First month rental**

If your rental agreement does not start first day of the month it will be regulated at your arrival.

✓ **Security Deposit**

The security deposit is a legal requirement in Spain to rent out an apartment and is meant as guarantee for the owner if something goes wrong. At the end of your stay it will be returned to you. Usually it is 2 months of your rental cost but may vary depending on the owner.

✓ **Agency Fee**

Depending on the length of your stay the fee is:

- Rental contract 6 months or longer (180+ days): 1 month rental + VAT (21%)
- Rental contract from 4 months to 6 month (120 – 179 days): 20% discount
- Rental contract 4 months or less (32 – 119 days): 30% discount

Example

If you stay in a flat for 5 months with a rental price of 760€ your payments will be as following:

- ✓ **Down payment**
1 month rental + agency fee(20% discount) + 2 months security deposit
 $760 + 80\% \cdot 760 (+21\% \text{ VAT}) + 2 \cdot 760 = 3015,68\text{€}$
- ✓ **Monthly**
760€ + estimated flat rate for utility costs
- ✓ **End of rental agreement**
You receive the security deposit: $2 \cdot 760 = 1520\text{€}$
Final statement for real utility costs

How to make the payment

We suggest using bank transfer to the following bank account:

Bank CaixaBank

Address Via Laietana, 56 08003 Barcelona

Holder Open House Spain, S.L.

IBAN ES72 2100 2895 7502 0007 9905

BIC / SWIFT CAIXESBBXXX

Reference / comment: Tenant's name and flat reference number

Bank Account 2100 2895 7502 0007 9905

IMPORTANT

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

We – send you the final confirmation

Once we have confirmed the down payment we will be able to send you the final confirmation of your temporary rental in Barcelona

Our job and implication does not finish here! So if you have any further question or need help, we are just a phone call or email away. We are here to help!

Further information

In the following you will find some additional information regarding your rental in Barcelona. These may vary depending on the property and owner and we encourage you to ask us in detail if you have special needs or doubts about it.



Ready to enjoy

Flats are fully furnished and equipped with washing machine, bed linen and blankets. All you have to do is bring your personal belongings and your own towels. The flat will be clean on your arrival so you can enjoy it from the first minute!



Our Service during your stay

You will have included in your contract the Service "OH Maintenance 365": During your stay we will solve incidents that may occur in the apartment during your stay, 365 days of the year. This service is completely free of charge for you (in case the incident would be from a misuse repair and administrative costs will be to your expense).



Security

For your safety and peace of mind all apartments are covered by an insurance (water damages, fire and civil liability. Except your personal belongings)

If you would like to have Theft covered, we can advise you.



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 (m²) of the apartment.



Utilities (gas, water, electricity, internet)

Utilities are not included in the rental price. You will be charged a fixed amount from the second month on depending on the bedrooms. Depending on the property and owner it is approximately as the following table shows:

<input type="checkbox"/>	1 bedroom:	60€
<input type="checkbox"/>	2 bedrooms:	120€
<input type="checkbox"/>	3 bedrooms	160€
<input type="checkbox"/>	4 or more bedrooms	220€

At the end of the lease a reading of the counters is made to see real spending and regulate the payments made.



Keys collection

The day of your arrival and first day of rent pick up location for the keys is in our office just 50 meters from Plaza Catalunya , the most central place of Barcelona: Ronda Universitat 14 2º 2ª. We are open from 11.00 – 20.00 every day of the year.

If your arrival is earlier or later an extra of 30€ will be charged, and the keys will be provided directly in the flat.



Down payment in 2 parts

In case you want to split the down payment you can do so by first paying one month security deposit. The rest (deducting this first payment) will be due at any time before moving in. We charge 25€ administrative cost.



Oh-Barcelona.com

Effective We know you don't want to waste your time. That's why we think about all details and each of the steps. We will not bother you more than what is strictly necessary - promise!

Nearby We listen. We really listen. It is our way of learning, improving and helping if it's within our possibilities.

19 years experience We endorse 19 years of seriousness, innovation, quality and commitment. We have allocated more than 1.000.000 visitors and travelers.