



How to book an apartment

1- 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- Send the following documentation:

2.1 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)

2.2 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).

2.3 Self-employed worker

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

2.4 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).

2.5 Other (the entire stay must be paid in advance)

- a. Passport/NIE/ID

3- Doblebe Rentals will notify you the result of your request within a maximum of 24 hours

4- Make the booking fee payment:

4.1 Economic conditions required (payment to be made to move in)

- a. **If the contract begins before 15th 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:
 - From 6 to 11 months: 100% of one month's rent +VAT [21% in Spain]
 - From 2 to 6 months: 75% of one month's rent +VAT [21% in Spain]
 - From 32 days to 2 months: 50% of one month's rent +VAT [21% in Spain]
- b. **If the contract begins from the 16th 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.



4.2 The 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.

4.3 What about utilities?

Utilities are not included in the monthly rental price; we will charge an amount from the first month of the lease depending on the bedrooms: 1 bedroom 90€, 2 bedrooms 120€, 3 bedrooms 150€, 4 or more bedrooms 220€. These payments will be regularized once the lease ends with the official expenses being made in the flat.

4.4 The services included in your contract

- **Maintenance service 24/7:** during your stay, you can use our 24/7 Doblebe Rentals 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.

4.5 How to book the apartment

- **Quick 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 Doblebe Rentals commercial team.

4.6 How to pay the booking

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

Bank: Banco Sabadell

Holder: Doblebe2017 S.L.

IBAN: ES05 0081 7012 4000 0159 1564

BIC/SWIFT: BSABESBB

Reference: Tenant's name and flat reference number

4.7 Other 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 Doblebe Rentals, 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.