



MADRID



## 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 ShMadrid so we can confirm the availability of the flat and send you the specifications of your apartment

3.0 →



Send the documentation:

### 3.1 University student or specialised school

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

### 3.2 Company

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

### 3.3 Self-employed worker

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

### 3.4 Company employees

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

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

Passport/NIE/ID

**IMPORTANT:**

The acceptance of your request as well as the security deposit to be provided will be decided by the owner. If you are not an EEC citizen, once your rental contract is signed you will have a 10 working days to open an account in a bank that admits automatic debits from Spain. This process is quick and simple (10-15 minutes approx.); you will only have to provide your passport to open the account.



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



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 1 to 4 months: 1 month's rent +VAT [21% in Spain] -30% discount

**b. If the contract begins from 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 100€, 2 bedrooms 140€, 3 bedrooms 180€, 4 or more bedrooms 240€. These payments will be regularized once the lease ends with the real 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 ShMadrid maintenance service. They will be able to solve a problem that has occurred in the apartment. This service is free of charge. Be careful, if the problem is derived from misuse then you will be charged the repair costs.

« **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 steps 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.

## 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 C/ Hermosilla, 75  
28001 Madrid

**Holder:** ShMadrid S.L.

**NIF:** 88315973

**IBAN:** ES35 0081 4148 1900 0145 0849

**BIC/SWIFT :** BSABESBB

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

**Account n°:** 0081 4148 1900 0145 0849



### IMPORTANT:

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



ShMadrid will send your booking document.

## 6.1 Keys collection

Our office, in Ayala Street 74, 1-Z, 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 Informations

The acceptance of your request as well as the security deposit to be provided will be decided by the owner.

Only the owner of the booking is entitled to a refund of the booking fee amount, if the contract is not finalized for either of these reasons: the booking isn't available or it is not showing enough solvency for the owner.

For your information, all apartments have insurance that covers water damages, fire and civil liability, but it doesn't cover damages due to theft of your personal belongings. You can contact us to find out how to hire insurance against burglary.

Monthly rental

Yearly rental

Sales department

Renovation and decoration

Insurance

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