



Spanish Property Rentals & Sales

BOOKING FORM - SPANISH PROPERTY RENTALS.

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PLEASE FILL IN ALL DETAILS BELOW & PLEASE PRINT **CLEARLY in CAPITALS:
ONE FORM PER PROPERTY/APT/ROOM RENTED**

NAME:

ADDRESS:

POSTCODE/ZIP CODE:

(Please put full international IF OUTSIDE THE UK)

HOME NO:

FAX NO:

MOBILE NO:

OFFICE NO:

EMAIL NO:

ADDITIONAL NAMES OF GROUP: (Please put ages if under 21 years)

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| 3. | 7. |
| 4. | |

The nos stated must be correct. Properties have a max capacity and this MUST be adhered to at all times. **SEE T&C**

DAY & DATE & TIME OF ARRIVAL TO PROPERTY:

DAY & DATE & TIME OF DEPARTURE OF PROPERTY:

(PLEASE NOTE CHECK-IN TIME IS AFTER 4.00pm/5.00pm AND DEPARTURE BEFORE 11.00am/12.00)

We would ask you to kindly vacate the property in time – thank you.

NAME/APT No of PROPERTY BOOKED:

FULL PRICE QUOTED OF PROPERTY BOOKED:

Payment details if booking more than 8 weeks before departure:

Cheques / Bankers drafts should be in Sterling (British Pounds)

BOOKING DEPOSIT (50% OR 25%): £ _____

(Please make the above out to **Spanish Property Rentals** and crossed a/c payee.)

*BALANCE + CREDIT CARD DETAILS TO BE GIVEN/ PAID 8 WEEKS BEFORE DEPARTURE by _____ (date): _____

Please take note for your own records

Payment details if booking within 8 weeks of departure:

FULL/ BALANCE OF PAYMENT: £ _____

*PLUS REFUNDABLE SECURITY DEPOSIT **if not covered by credit card** £ _____

*PLUS ANY EXTRA PAYMENT FOR JACUZZI/MAID SERVICE: (2.5% cc charge) £ _____

(*If these payments are necessary they will be explained at time of reservation) **TOTAL: £** _____

SIGNED:

DATE:

(PLEASE READ TERMS AND CONDITIONS BEFORE SIGNING)

***We strongly recommend that clients take out appropriate Travel and Health Insurance – and an E111 form (UK/EU).**

PLEASE READ TERMS & CONDITIONS BEFORE SIGNING & SENDING BACK BOOKING FORM-

Our private property rentals are based on trust from both parties. Please respect the owner's property as you would your own and we will endeavour to provide you with the standard of accommodation & service, which meets with the description when booking.

SPANISH PROPERTY RENTALS & SALES IS A RENTAL & SALES AGENCY BASED IN THE UK SUPPLYING ACCOMMODATION FOR SHORT/LONG TERM LETTINGS ONLY.

WE LIASE DIRECTLY WITH SPANISH RENTAL & MANAGEMENT COMPANIES TOGETHER WITH ESTATE AGENCIES.

FOR RENTALS: Prices quoted are per PROPERTY per week & NOT per person - unless otherwise stated.

Please note the currency that is quoted (usually in Sterling pounds) and the method of payment- is Sterling pounds- Cheques / bankers drafts.

Bank transfers have an additional charge of £25. Please make payable to.....SPANISH PROPERTY RENTALS.

ONLY VISA & MASTERCARD credit /debit card payments are accepted.

Last minute and some overseas bookings may have to be paid by credit card only, for admin purposes

(1) A 25% BOOKING DEPOSIT is required to secure bookings IN LOW AND MID SEASON

A 50% BOOKING DEPOSIT is required to secure bookings for JULY AND AUGUST, EASTER AND XMAS..

Bookings cannot be guaranteed until the BOOKING DEPOSIT IS RECEIVED. The BOOKING deposit is NON REFUNDABLE.

PAYMENTS MUST BE MADE WITHIN 2 DAYS OF BOOKING. PROPERTY CANNOT BE HELD WITHOUT PAYMENT.

The BALANCE OF PAYMENT is payable 8 weeks prior to departure or if the booking is made within this period, then the full amount together with credit card details (& the security deposit if applicable) is due at the point of booking.

If there are any changes to the original booking details please let us know as soon as possible. (See cancellation details below)

(2) IMPORTANT- PLEASE ARRANGE SEPERATE TRAVEL & HEALTH INSURANCE with your travel agent.

(3) CLIENTS or their PERSONAL BELONGINGS WILL NOT BE COVERED BY THE PROPERTY (owners) INSURANCE.

(4) LAP TOPS AND PERSONAL COMPUTERS CANNOT BE USED IN PRIVATE APTS WITHOUT PRIOR PERMISSION

(5) 'SECURITY' is REQUIRED against telephone usage, damages, breakages, loss of keys / key card etc.

THIS IS NORMALLY COVERED BY CLIENTS CREDIT CARD DETAILS – NO CHARGE IS MADE

against the CARD UNLESS IT BECOMES NECESSARY & THEN THE CLIENT WILL BE ADVISED AT THE TIME.

WITH SOME PROPERTIES A SECURITY DEPOSIT IS PAID IN ADVANCE – (1) If paid by cheque the SECURITY DEPOSIT will be paid together with the final payment and returned by SPR after departure, when the property has been checked by the local agent.

(2) With some properties the security deposit is paid directly to our agent/ associate in Spain on arrival. The agent before departure then returns this. IF A SECURITY DEPOSIT IS TO BE PAID IN CASH THIS WILL BE EXPLAINED at the time of booking.

(6) Change over in High Season is normally on Saturday ONLY – Sun/mid week bookings are sometimes accepted in low season depending on the property – please check before booking

(7) The lead name on the booking form is solely responsible for any damages incurred to the property.

All properties (except the apt/hotels) are privately owned and have a bona fide Spanish rental company and/or a property management company looking after them. Should there be any problem, or something is not working or in a proper condition - please notify the contact person / company as soon as possible. You will be given a local number prior to departure. If there is a problem of a serious nature, or there is no response from the contact person/ company, then please contact Spanish Property Rentals immediately.

Spanish Property Rentals, property owners, or Catherine Fairbairn is not responsible for any loss, damage or injury while staying in or at any of the rental properties. Please use the normal security precautions while resident. The private properties have a maximum occupancy – if this is not adhered to Clients will be asked to leave WITHOUT NOTICE & REFUND.

(8) CHECK IN TIME IS USUALLY AFTER 16.00 or 17.00– DEPARTURE BEFORE 10.00 or 11.00- PLEASE ASSIST!

(9) KEYS will be either issued by Spanish Property Rentals approx 1 week before departure or they will be collected on arrival from reception, security, or from a local agent. The SECURITY DEPOSIT and arrangements for the KEYS will be explained before departure.

IMPORTANT - PLEASE RETURN THE KEYS TO SOURCE IMMEDIATELY after you vacate the property – THERE WILL BE A CHARGE IF THERE IS A DELAY IN RETURNING THE KEYS. IF POSTED TO SPR PLEASE PACK WELL & REGISTER.

(10) Cancellation charges- Based on Spanish Law regarding cancellation fees - 20th Sept 1978, Apartment and hotel complexes will have a right to charge:

- a) 5% of the rental cost, when cancellation is made more than 30 days prior to arrival date
- b) 50% of the rental cost when the cancellation is made within 30 days and more than 7 days
- c) 100% of the rental cost when the cancellation is made less than 7 days prior to arrival date

In privately owned properties (all properties which are not apt/hotels) -

- 1) **The BOOKING deposit is NON REFUNDABLE if CANCELLED.** Discretion re: the refund of the booking deposit will be used if the cancellation of a booking is made more than 6 months before departure.
- 2) **NO refund if cancelled within 8 weeks/ or when the final payment is made.**

PLEASE NOTE: There will be Administration charges of £25 if any booking is cancelled/amended.

IN THE UNFORSEEN EVENT OF A CANCELLATION MADE BY SPANISH PROPERTY RENTALS OF A BOOKING OF A PRIVATELY OWNED PROPERTY WHICH SPR IS THE SOLE AGENT - ALL MONIES PAID BY THE CLIENT WILL BE FULLY REFUNDED IF ALTERNATIVE ACCOMMODATION CANNOT BE FOUND.

***THE DETAILS ABOVE ARE RELEVANT TO SHORT TERM RENTALS**

IN ALL CASES –IN EVENT OF CANCELLATION PLEASE MAKE SURE to HAVE APPROPRIATE TRAVEL INSURANCE.