

Dear Client,

Thank you for choosing Spain Select. In order to collect the keys to your apartment, we need you to sign the following documents:

- Reservation Confirmation
- Terms and Conditions
- Credit Card and Deposit Authorization

Any outstanding payments may be paid before or during check-in. We would like to take this opportunity to remind you that the deposit will be refunded in full 7 day after your departure, provided the apartment and its contents have not suffered any damage.

If you require any further assistance during your stay, please do not hesitate to call our Help Centre on +34 915 237 451 or send us an email at info@spain-select.com.

We hope you enjoy your stay!

Warm regards,

The Spain Select Team

www.spain-select.com

SPAIN SELECT Almirante 9, 5° Dcha 28004 - Madrid Spain

Tel: +34 91523 7451 Fax: +34 91521 5148 E-mail: <u>info@spain-select.com</u>

Reservation Confirmation

Reservation information

- Property:
- Address:
- Parking space:
- Start of rental period:
- Check-in:
- Time of check-in:

- End of rental period:
- Check-out:
- Time of check-out :

Client information

- Client:
- Address:
- Passport:
- Telephone:
- Email:
- Tenant:
- Telephone:
- Email:
- Number of adults:
- Number of children:

Telephone: Email:

Tenant:

Passport:

- Number of adults:
- Number of children:

Amount paid and pending

Alquiler:	€	Pagado:€	Pendiente de abonar:€
Tasa de reserva:	€	Pagado:€	Pendiente de abonar:€
Fianza:	€	Pagado:€	Pendiente de abonar:€

Upon apartment entry you will be given:

- Set of apartment keys:
- Remote controls:
- Set of bed linen:
- Set of towels:
- Hair dryer:

The terms and conditions of your reservation are included in the *Reservation Confirmation* and constitute a legally binding rental contract.

[Client signature]

____[Date]

Credit Card Payment and Deposit

I agree to pay the *security deposit* amount of \notin _______ via cash or credit card (select). I understand that the amount will be refunded, in full, on the condition that I leave the property and its contents in the same state in which I found them. The deposit will be refunded 7 days after my departure date, providing the apartment inspection reveals no damage to either the apartment or its contents.

I hereby authorize *Spain Select* to charge all rental payments and additional services to my credit card, including any damage incurred to the apartment or its contents which are not previously covered by the deposit. I accept that *Spain Select* will charge these costs to my credit card and will notify me of the action via the email address indicated on the *Reservation Confirmation*.

Card type* (*select*) Visa / Mastercard Card number _____ Expiry date ___ / ___ Security code CVV ____ (found on the back of the card) Name as it appears on card

[Client]	[Passport Number]
[Client signature]	[Date]

*We accept Visa and Mastercard