

# Property Management - Alojamento Local – Terms and Conditions

## Option [1] – 20% Commission

### **Marketing and Promotion**

Property photography services.

Creation and optimization of listings for promotion on web platforms.

### **Property and Booking Management**

Marketing of the property on major platforms (Airbnb, VRBO, Booking.com, among others).

Full management of bookings and customer communication.

Organization and updating of availability calendars.

Development and implementation of self-check-in/check-out systems.

### **Monitoring and Consulting**

Monitoring business performance with strategic support and information on applicable legal and tax obligations.

### **Administrative Management**

Issuing invoices.

Submission of mandatory forms:

- SIBA lodging bulletins.
- INE monthly forms.
- Management and payment of monthly tourist taxes.
- Submission of monthly Model 30 forms.
- Issuing of the periodic VAT return.



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## Option [2] – 30% Commission

### **Marketing and Promotion**

Property photography services.

Creation and optimization of listings for promotion on web platforms.

### **Property and Booking Management**

Marketing of the property on major platforms (Airbnb, VRBO, Booking.com, among others).

Full management of bookings and customer communication.

Organization and updating of availability calendars.

Development and implementation of self-check-in/check-out systems.

### **Monitoring and Consulting**

Monitoring business performance with strategic support and information on applicable legal and tax obligations.

### **Administrative Management**

Issuing invoices.

Submission of mandatory forms:

- SIBA lodging bulletins.
- INE monthly forms.
- Management and payment of monthly tourist taxes.
- Submission of monthly Model 30 forms.
- Issuing of the periodic VAT return.

### **Cleaning**

Cleaning after each check-out and laundry service included.

*Additional costs apply whenever cleaning or laundry volume exceeds the predefined limit.*



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## Conditions

### **Platform Commissions**

*In Option [1] – 20% Commission, platform fees (Airbnb, VRBO, Booking.com, or others) are not covered by Emprise Serviços and remain the owner's responsibility.*

*In Option [2] – 30% Commission, platform fees (Airbnb, VRBO, Booking.com, or others) are covered by Emprise Serviços.*

### **Commission Calculation Basis**

*Emprise Serviços commissions are always calculated on the total booking amount (before deductions of fees or taxes applied by platforms).*

### **Invoicing and VAT**

*Commissions invoiced by Emprise Serviços include VAT at the current legal rate.*

*Booking platforms also apply their own fees and VAT (currently 22%), which are the sole responsibility of the property owner. These must be settled through Model 30 and the respective periodic VAT payments (monthly or quarterly).*

### **Scope of Services**

*Emprise Serviços ensures the management of Local Accommodation activity within the parameters defined in the chosen and/or contracted options.*

*Property and equipment maintenance (e.g., repairs, replacement of appliances, plumbing, electricity, among others) is not included in Emprise Serviços' regular services. These must be ensured by the property owner/operator, or alternatively contracted from an external service provider.*

### **Flexibility and Additional Services**

*Services may be adjusted, expanded, or reduced according to the client's specific needs, subject to prior agreement.*

### **Liability**

*Emprise Serviços undertakes to manage bookings diligently and transparently, but accepts no responsibility for material damages, theft, accidents, or breaches of legal regulations that are the responsibility of the owner or guest.*

*It is the owner's responsibility to ensure that the property has the required operational requisites and complies with local accommodation legal requirements.*

