



# Management for Alojamento Local – Terms and Conditions

## Option 1 - Commission of 10%

- Photographic Session of the Property;
- Promotion and Advertisement of the AL in the most popular Vacation House Websites;
- Reservation Management (Calendars and Customer Service);
- Monitoring and Counseling the Activity (Improvements, Legal Needs);
- Check-in and Check-out (Optional);

\*Owner will have to pay the commissions of the respective website in which the reservation was made (from 3% to 15% depending on the website).

## Option 2 - Commission of 25 %

- Photographic Session of the Property;
- Promotion and Advertisement of the AL in the most popular Vacation House Websites;
- Reservation Management (Calendars and Customer Service);
- Monitoring and Counseling the Activity (Improvements, Legal Needs);
- Check-in and Check-out;
- Issuance of Invoices through the Finance Portal, SEF Submission, Model 30 and Monthly IVA of Commissions;

\*Owner will **NOT** have to pay the commissions of the respective website in which the reservation was made.

## Option 3 - Commission of 30 %

- Photographic Session of the Property;
- Promotion and Advertisement of the AL in the most popular Vacation House Websites;
- Reservation Management (Calendars and Customer Service);
- Monitoring and Counseling the Activity (Improvements, Legal Needs);
- Check-in and Check-out;
- Cleaning after client checkout included;
  - Cleaning during the stay has an extra cost as per the client's needs;
- Laundry (bed linen, towels, etc ...) has an extra charge ranging from 10€ - 20€ per booking depending on the accommodation;
- Issuance of Invoices through the Finance Portal, SEF Submission, Model 30 and Monthly VAT of Commissions;

\* Owner will **NOT** have to pay the commissions of the respective website in which the reservation was made.

### Notes:

(1) Commissions are deducted from the Total Value of the Booking.



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