

Property Management – Alojamento Local – Terms and Conditions

Option [Base] – 20% Commission

Marketing and Promotion

- > Photographic services at the accommodation.
- > Development and optimization of advertisements and descriptions to be published to online platforms.

Property and Booking Management

- > Marketing of the accommodation with our main partners (Airbnb, VRBO, Booking.com, among others).
- > Comprehensive management of reservations and full communication with guests.
- > Organizing and updating of the bookings calendar.
- > Design and implementation of self-check-in and self-check-out systems.

Monitoring and Consulting

- > Monitoring of activity progress and follow-up with strategic and informational support regarding applicable and ongoing legal and tax obligations.
- > Support for guests before, during and after their stay.
- > Management of booking conditions and advise on rates.

Administrative Management

- > Invoicing.
- > Guidance in obtaining local accommodation liability insurance.
- > Guidance in complying with safety requirements inherent to the activity.
- > Guidance in obtaining the complaints book.
- > Development of an information book and online information platform for guests.
- > Submission of mandatory forms and declarations:
 - > SIBA accommodation bulletins.
 - > Monthly INE forms.
 - > Management and payment of municipality tourist taxes.
 - > Monthly “Modelo 30” declaration.
 - > Issuance of periodic VAT/IVA payments.
 - > Others that may arise in the course of business.



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Option [Extra] - 30% Commission

Marketing and Promotion

- > Photographic services at the accommodation.
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Property and Booking Management

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Monitoring and Consulting

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Cleaning Service

- > Cleaning and Laundry service after each check-out.
 - > Cleaning and laundry conditions to be discussed with the owner.



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Option [Fixed] – Variable Commission Rate | Fixed Rate

Marketing and Promotion

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Property and Booking Management

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- > Comprehensive management of reservations and full communication with guests.
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Monitoring and Consulting

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Administrative Management

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Terms and Conditions

Commission Structures

[] **Option [Base]** – 20% commission, calculated on the total value of the booking. Commissions charged by platforms (Airbnb, VRBO, Booking.com or others) are not covered by Emprise Serviços, and are covered by the owner.

[] **Option [Extra]** – 30% commission, calculated on the total value of the booking. Commissions charged by platforms (Airbnb, VRBO, Booking.com or others) are covered by Emprise Serviços.

[] **Option [Fixed]** – The owner sets a fixed price (rate per night), which is fully guaranteed by Emprise Serviços for each booking. Emprise Serviços, in turn, may charge rates higher than the established fixed price, with the difference reverting to Emprise Serviços as a variable commission.

Invoicing and VAT/IVA

Emprise Serviços commissions are invoiced on the amount retained after payment to the owner.

Commissions invoiced by Emprise Serviços include VAT/IVA at the legal rate in effect.

Booking platforms (Airbnb, VRBO, Booking.com, or others) issue invoices for their service commissions without VAT/IVA. VAT/IVA settlement at the legal rate in effect in Portugal is the responsibility of the owner, to be declared in “Modelo 30” and the respective periodic VAT/IVA payments (monthly or quarterly).

Scope of Service

Emprise Serviços manages the Local Accommodation activity within the guidelines set out in the options listed above and/or agreed upon.

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

Flexibility and Additional Services

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

Liability

Emprise Serviços is committed to managing bookings diligently and transparently, but is not liable for material damage, theft, accidents or non-compliance with legal regulations that are the responsibility of the owner or guest.

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



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