



## HOW SHOULD LANDLORDS PROCEED T RENT OUT THEIR FLAT WITH BCU HOUSING?

Here you have the information that will help you streamline all procedures to be part of our service:

- The following documents are required: HABITATION CERTIFICATE (valid or being processed), PROPERTY DEED, ENERGY PERFORMANCE CERTIFICATE, SEPA DOCUMENT (original) and PHOTOCOPY OF THE LANDLORD'S ID CARD.
- The flat must be fully furnished and completely equipped, including electrical appliances and kitchenware..
- All supplies must be turned on (electricity, water, gas).
- Exceptions aside, the agreements must be signed in the offices of BCU Housing. Additionally, and in order to guarantee a proper functioning of the service, the landlord and the tenant must commit to look over and sign the internal guidelines and the inventory attached to the agreement.
- It's mandatory to provide a set of keys of the flat and allow BCU Housing to enter it as many times as required to show it.
- Notifying Resa Housing of any changes concerning the flat or its rooms (change of price, extensions, etc.) is also mandatory.

