

## DOCUMENTS AND PROCEDURES TO APPLY FOR HOLIDAY RENTALS

1<sup>st</sup> procedure: Present documents to the Conselleria (CMontenegro, 5 Palma)

Request form + copy	Conselleria
Certificate zoning + copy	Town hall
Bank debit order + 2 copies	Conselleria
Certificate of habitability. Original & copy	private

2<sup>nd</sup> procedure: mail to confirm the granting and hand over the document with the file number to make the payment. Go to Bankia or make a transfer.

Mail confirming the granting+receipt of Bankia payment	Conselleria/Bankia
Payment of 046 model (320.04)	Atib

REGISTRATION NUMBER:

FILE NUMBER:

- Pay tourist spaces and tax, keep copy of all.

3<sup>rd</sup> procedure: Collect tourist spaces and apply for a licence. A document of certification is handed over and this has to be attached to the DRIAT.

DRIAT document filled in	Conselleria
Representation document. Copy Id card Copy Id card signed	PRIVATE
Certified AGM agreement	PRIVATE
Zoning certificate + copy	Town hall
Model 046 tax (320,04€)	ATIB
Annex 6 filled in	Conselleria

Documents of the owner in case of inspection:

Certificate of habitability	Private
Zoning certificate	Town hall
Energy efficiency certificate	Private
Id or NIF copy + registration note or deeds	Private
Bank details	Private
Representation document	Private
AGM agreement authorizing holiday rentals	Private
Individual water meter	Private
Public liability policy for holiday rentals	Private



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