

ALOJAMENTO LOCAL – TOURIST LETTING REGISTRATION

SOVEREIGN – Consultoria Lda (“Sovereign”) is able to assist clients with properties located in the Lagoa council area to obtain official registration with Lagoa Council for tourist letting purposes.

On receipt of a non returnable fee of Euros 600 + IVA @ 20%, Sovereign will attend to the following matters on behalf of their clients:

1. Arrange for an inspection of the clients’ premises with a view to issuing the appropriate electricity and gas installation certificates;
2. Instruct a local lawyer to prepare the necessary documents to present to Lagoa Câmara the request for the issue of a “licence”;
3. Provide an official Complaints Book for use at the clients’ premises following granting of the “licence”.

Note: The above is subject to the following conditions:

- I. The premises are intended for use by under 50 persons and are situated in the Concelho of Lagoa;
- II. That the premises will adhere to the general conditions (see attached);
- III. The client will endeavour to provide the following documents: **
 - A valid habitation permit issued by the Lagoa Câmara;
 - Location plan issued by Lagoa Câmara;
 - The plans of the property as filed with the Municipality;
 - Valid land registration certificate showing ownership of property by the client;
 - Copy tax department registration certificate;
- IV. That if any defect in the registered title is discovered on examination of the above documentation, an estimate to correct that defect (if feasible) will be provided to the client as a separate expense. Following correction of title the process will resume;
- V. That the electricity and gas installations at the premises meet the standard required;
- VI. That if the gas presently consumed on the premises is not “GALP” gas then the owner agrees to substitute it for “GALP” gas and meet the costs of any necessary equipment, which will be notified in advance;
- VII. That if any work is required to the electrical or gas installation, to enable it to meet the standards required, this will be charged as an extra in accordance with a written estimate supplied in advance to the client. Following any necessary work the process will resume;
- VIII. That if, within the period of 60 days following receipt of the requested licence, a Câmara inspection reveals any deficiencies, these will be corrected by the client at his or her own cost without any liability to Sovereign - Consultoria Lda or alternatively the “licence” will be returned to the Câmara.

**** NOTE:**

If the documents listed at I. above are unavailable the client must provide at least a copy of the “escritura” (deed) issued when he/she acquired the property. Using this document Sovereign should be able to obtain all necessary documentation. Our stated fee is based upon Sovereign having to obtain all the documents shown. If the client is able to produce some or all of the above documents in valid order, a refund of a commensurate amount of the initial fee will be made.

General Conditions

- The premises will be maintained in good condition externally and internally and maintain an adequate standard of hygiene and cleanliness;
- Cleaning of the premises, as well as change of towels and bed linen, must take place at least once per week or whenever there is a change of guest;
- The premises must have either mains water connected or a private system with a controlled water supply;
- The premises must have hot and cold water supply;
- The premises must be either linked to the main municipal drainage system or have a septic tank adequate for the number of guests;
- The premises must have one bathroom consisting of toilet, wash basin and bath or shower for every 3 bedrooms;
- The bathrooms must be capable of being secured, assuring privacy for the occupants;
- Each room occupied by guests must have a window or balcony with direct communication to the exterior, assuring adequate ventilation;
- Each room occupied by guests must contain adequate furniture, equipment and utensils;
- Each room occupied by guests must have a means of excluding external light;
- Each room occupied by guests must be capable of being secured, assuring privacy for the occupants;
- The premises must observe general rules in respect of fire safety and contain an adequate number of fire extinguishers and fire blankets for the number of guests, adequate first aid equipment, instructions for all domestic appliances and display of the 112 emergency number;
- Any publicity, commercial documentation or marketing of the premises must show its name followed by the letters **AL** or the expression "**Alojamento Local**", and a plaque showing that will be issued by the Camãra which must be displayed near to the principal access to the premises;
- An official complaints book will be obtained and kept available at the premises.

Whilst every effort has been made to ensure that the details contained herein are correct and up-to-date, this information does not constitute legal or other professional advice. Sovereign – Consultoria Lda does not accept any responsibility, legal or otherwise, for any error or omission.

Sovereign – Consultoria Lda
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