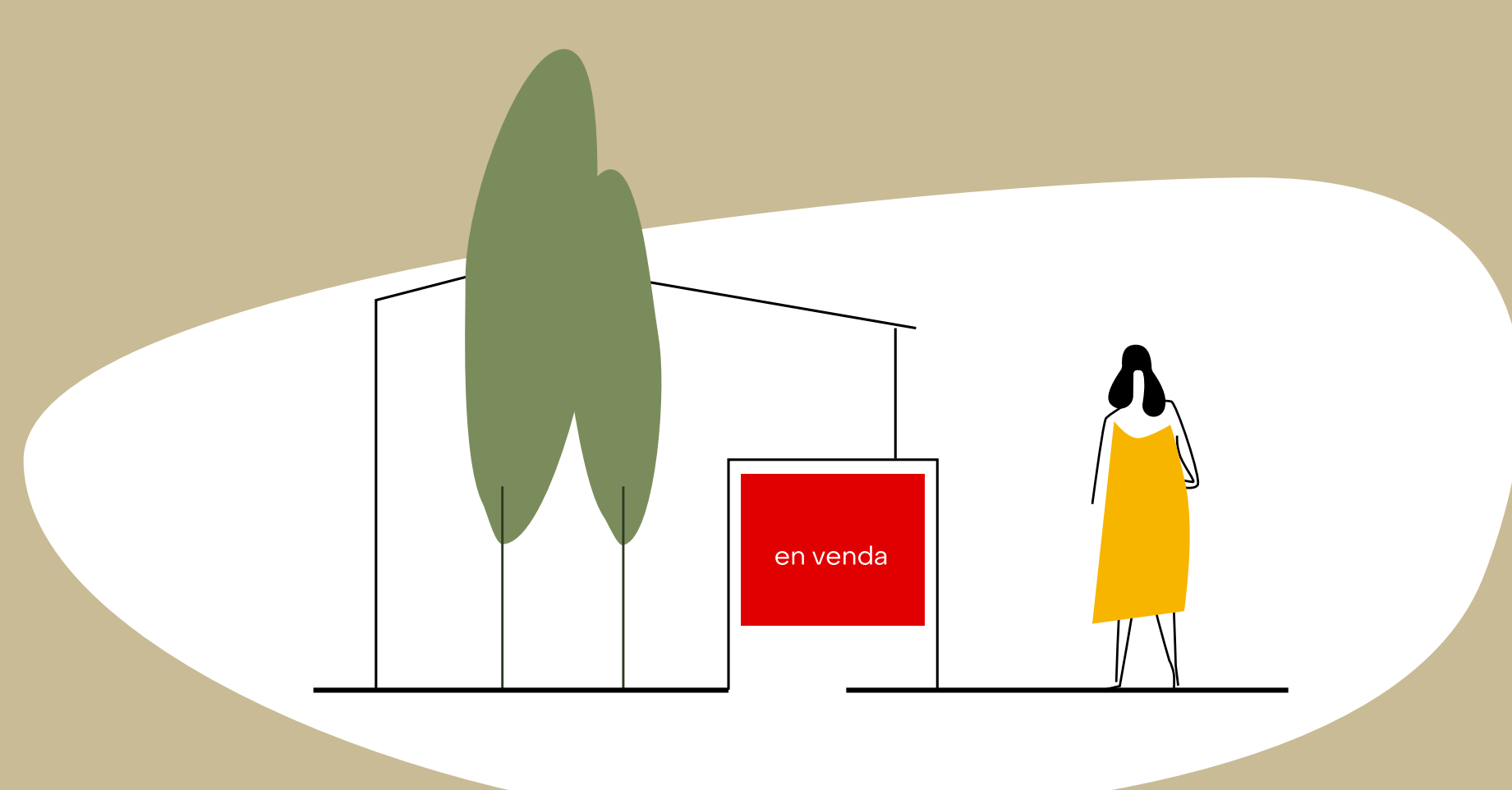


## Rental Management Services

GRAU REAL ESTATE AGENCY



Grau merges the family tradition with the desire to offer a modern real estate experience attending the current needs of its customers, and foreseeing their future ones, since 1943.

1

Thoughtful tenant selection: personal interviews and financial records analysis.

2

Rent increases calculations review and repercussions per the contractual agreement.

3

Drafting and negotiation of rental contract agreements.

4

Inspection and management of monthly settlements.

5

Financial control and management: fee payments and other related procedures.

6

Payments and expenses control.

7

Rent receipts collection.

8

Property insurance.

9

Overdue payments control and management.

10

Waivers, cancellations, and renewals creation.

11

Legal management of any cases related to the property.

12

Rental prices update according to current market prices.

13

Reception and management of any incidents, quote request and negotiation with suppliers.

14

Portfolio profitability analysis, with growth measurements, suggesting investment or divestment proposals.

## Tax Forms Management

### Form 303 (quarterly VAT)

If the lessor has other properties not managed by Grau, he must provide us with the list of quarterly VAT (of these properties) to include them in the form or provide us with the email address of the manager so we can claim them.

### Form 390 (yearly VAT)

Only to be presented from those lessors who have unsubscribed from the business census of the previous year.

### Form 184

It is an informative statement where the income obtained by the C.B is attributed to each community member in proportion to their participation percentage. This form is not presented by Grau, but at the end of December, we request to each community member or their manager –in case of having their email– all the documentation needed for its preparation.

### Form 111 + Form 190

Retention and income on account.

### Form 347

Annual return on transactions with third parties, with a turnover above 3,000€ / per year.