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## **CUSTOM SHEET**

**Customer:**

**Passport and NIE:** ,

**Location:**

**Address:**

**Postal Code:**

**Acting on behalf of:**

The CUSTOMER hereby accepts the conditions and make an order in the AlcisDom Real Estate Agency (which is managed by Koperus Business and Legal Services SL), for searching of the property with its chosen characteristics (Order List), and legal support for the purchase of the property chosen by the Customer under Article 1.709 and subsequent articles of the Spanish Civil Code currently in force.

**Characteristics:**

**Location:**

**Maximum price: euros**

This order is valid for 1 (one) year and can be extended at the expiration in writing. The term of the right to receive fees is set for 5 years from now and only if any of the proposed real estate has been purchased by the customer, or any other legal or natural person that he represents, owns, or any of his family members, or a person directly represented the customer.

When sending the application, the Customer accepts the conditions for distribution the realtor's fee.

By signing this Custom sheet, you accept the provisions of all annexes added to this document.

CUSTOM SHEET

### **1. ANNEX ON THE ACCURACY AND PAYMENT OF FEES**

The fee to AlcisDom Real Estate Agency (managed by Koperus Business and Legal Services SL) is 5% of the value of the real estate. The fee is paid at the moment of execution of the notarized transaction of sale.

If a preliminary contract is drawn up, then 5% of the amount received as a prepayment is paid and the rest of the fee is paid at the moment of the notarial transaction.

The realtor's fee in Spain is 5% of the value of the real estate and is paid by the seller at

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the moment of signing the notarial deed of sale.

In cases where the value of the object does not include a realtor's fee, then it is paid by the buyer on the same date.

When showing each object, the Realtor informs the Customer about whether the proposed value of the object includes the realtor's fee, or it is charged separately. Those objects that are published on the site *www.alcisdom.com* at the indicated cost already include the realtor's fee.

The customer can additionally order services for exploring the surroundings and the location of objects, accompanied by a Russian-speaking guide. For this, the customer must make an advance payment in the amount of 500.00 euros. The cost of this service is included in the total fee, whenever the cost of the service does not exceed 5% of the total fee. In cases where the customer refuses to buy real estate, or finds the desired object on his own, the paid amount is included in the expense account and is not returned to the Customer.

The customer can order an "active search" of the desired object. For this, the customer must make an advance payment of 600.00 euros. Advance payment is on the general fee, or on the basis of "legal services" for registration from the AlcisDom real estate agency (which is managed by Koperus Business and Legal Services SL), if the Customer purchases real estate no later than one year after the date of making this prepayment (600.00 euros).

Legal services for processing the transaction are paid separately. If the Customer finds the property on his own and concludes a contract with the AlcisDom Real Estate Agency (which is managed by Koperus Business and Legal Services SL) for legal support of this transaction, the customer only pays a fee for legal services in the amount of 1% of the price transactions (minimum fee of 2.700 euros + VAT). In the event that the Customer has paid the above € 600.00 for an "active search", this amount shall be taken into account in the total amount of the fee.

Prepayments for the services of exploring the surroundings and the location of objects are not included to the fee for legal services.

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## **2. ANNEX OF PROTECTION OF PERSONAL DATA**

The Client agree with the conditions for the processing of personal data.

By leaving the personal data on the Website *www.alcisdom.com*, a Client give AlcisDom the consent to the processing of personal data, which include: last name, first name, middle name; contact number; E-mail address; any other data provided to AlcisDom by e-mail during telephone or personal conversations.

AlcisDom informed a Client that the processing of personal data is carried out by the AlcisDom website to select the property according to the necessary parameters, to organize interaction with banks and other financial institutions, to prepare answers and consultations on issues of concern regarding AlcisDom activities.

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AlcisDom is allowed to process personal data of the Client through the collection, systematization, accumulation, storage, clarification, use, transfer, depersonalization, blocking, destruction of personal data of the client. Data processing can be carried out both using automation tools, and without their use (with non-automatic processing). When processing personal data, AlcisDom is not limited in the application of methods for their processing.

AlcisDom notified the Client and agreed that any negotiations with AlsicDom (written, by telephone and via video conferencing) can be recorded and analyzed in order to improve the quality of service and transferred to local agents to increase the effectiveness of interaction.

AlcisDom received consent and permission of the Client to transfer his personal data to local agents (real estate agencies, developers, brokers, realtors, as well as banks and other financial institutions) using public networks and international information exchange, using cross-border data transfer in foreign countries , including if these countries do not provide adequate protection for the rights of personal data subjects. The transfer of personal data is carried out in order to implement the Cooperation Agreement, the terms of which the Client have read and agree.

AlcisDom informed the Client that this consent is valid for an indefinite period. Consent may be terminated on the basis of the Clients written statement. In the event that the Client receive written application to withdraw this consent to the processing of personal data, AlcisDom is obliged to stop processing it and exclude personal data of the Client from the database, including electronic, with the exception of information about the surname, name and patronymic.

The Client have read and accept the policy of the AlcisDom website regarding the processing of personal data.

Alcisdom (Koperus): \_\_\_\_\_ CLIENT : \_\_\_\_\_