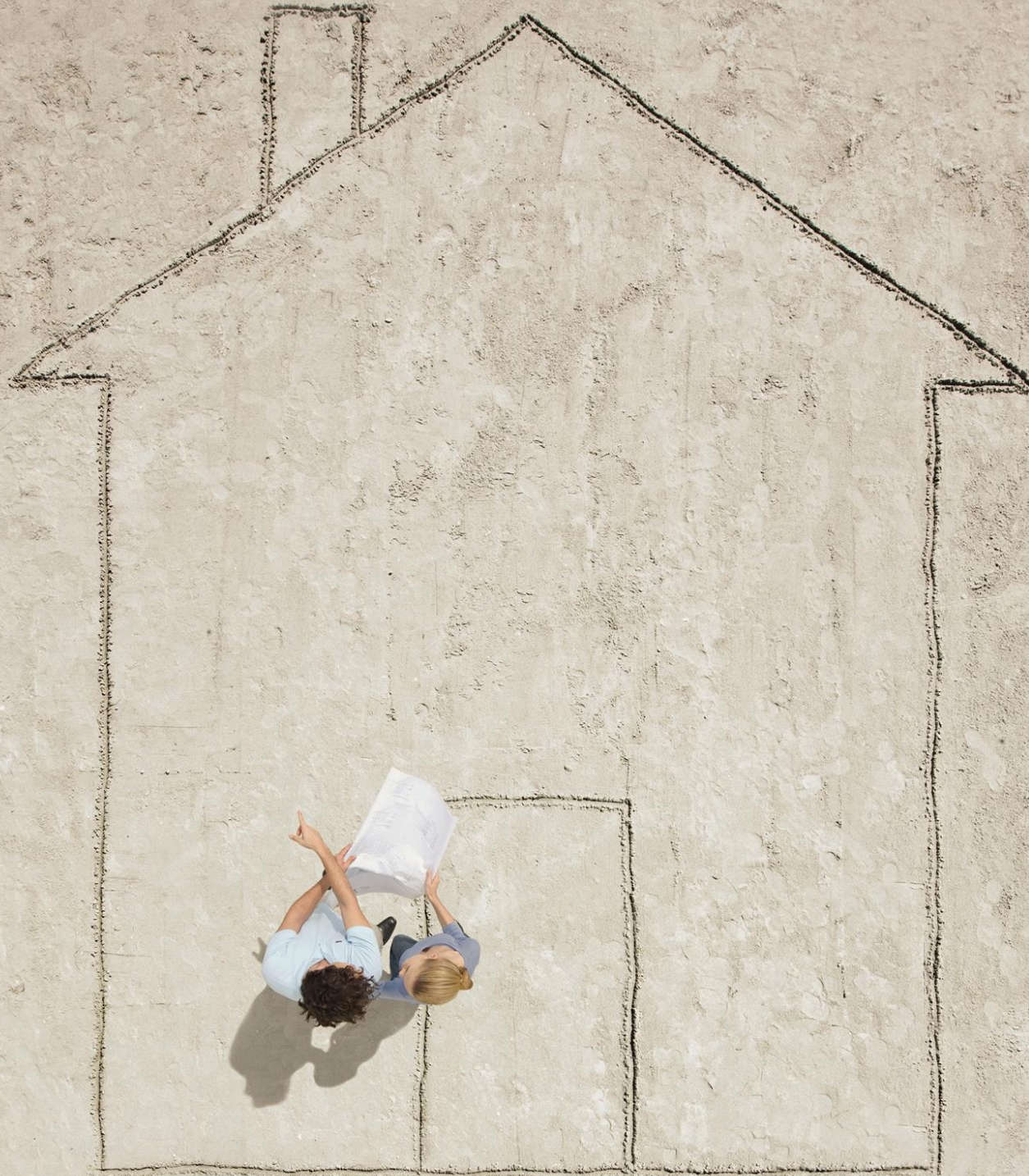




A guide for **purchasing**
your **new home.**



metrovacesa

metrovacesa

AT YOUR SIDE IN THE PROCESS OF PURCHASING YOUR
DREAM HOME

1 ABOUT METROVACESA

Learn about metrovacesa, its 100 years of history and in which Spanish cities it is present.



2 WHAT DO I NEED TO KNOW BEFORE PURCHASING MY HOME?

When considering purchasing a house, it is essential to bear in mind different factors that will influence your choice of property. This section gives you some ideas to consider before making a choice.



3 UNDERSTANDING THE PROCESS

Learn about all the actions involved in purchasing your dream home step-by-step, from the first contact to signing the deeds.



4 SUSTAINABILITY

Metrovacesa acts with respect for the environment and applies continuous improvement; therefore, this section offers the main aspects regarding sustainability.



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About metrovacesa



Peace of mind offered by metrovacesa

We are currently one of the **principal Spanish actors in the real estate sector** with a **sustainable and innovative positioning** focused on **improving our customers' experience** in the entire value chain.

With **100 years** of history and over **120 projects in development**, Metrovacesa has a solid and differentiated business strategy. Our activity is mainly in large cities such as Malaga, Madrid, Barcelona, Valencia, Seville, Valladolid, Pamplona, etc. We are also present in major tourist areas and smaller towns with a high growth potential and a demand for newly built homes.

Our **mission** is to create homes to improve our customers' lives. To achieve this mission, we have defined our **values**, focused on our customers, offering **quality products** with a **dedicated workforce that cares for communities and with impeccable Corporate Governance**.

Our commitment, shared by our entire workforce and collaborators, is especially present in the product's design, its sustainability, the technical solutions used, the materials, pre- and post-sales attention, as well as value for money.



Metrovacesa works following the guidelines of Sustainable Urban Development (DUS), which, together with the local community, strives to improve the environmental, economic and social surroundings.

This is done, among other things, through participative and social dynamization actions, involving citizens in the development of our projects in all their phases, from design and planning to management, execution and consolidation – generating a long-term positive impact on the local community.

Start a new life in a home designed exclusively for you, built to exceed your expectations. Enjoy an exceptional lifestyle in privileged surroundings, with high-quality materials and processes that respect the environment.

At Metrovacesa, we understand the excitement of purchasing a home and wish to maintain this excitement during the entire process. This is the reason for providing you with the purchasing guide you are now reading, which contains all the information necessary to formalise your purchase and occupy your new home.

“We build innovative and sustainable homes; unique and comfortable places to live”



2

What do I need to know before purchasing my home

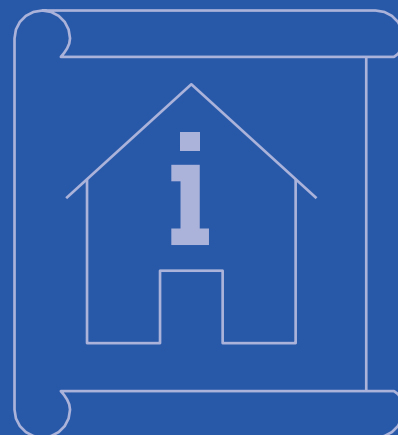
When thinking about purchasing a home, it is essential to bear in mind different factors that will influence the type of property you choose.

Price will of course be one of the main factors to take into account when buying a home, but it is also important to consider how it will be used.

It will not be the same if you are looking for a house to live in, or you are investing and want profitability.

Nevertheless, personal preferences are the main factor that will determine your choice of a new home. What you consider essential and indispensable for a home may not be the same as what others want.

You can use these guidelines to make one of the most important decisions of your life.



Location

The location of your home should consider important aspects such as proximity to your place of work, either in the centre or outskirts, the availability of basic services in the vicinity and the security of the area.

A flat or a single-family house

They are different; your choice will depend on your preferences and needs. Factors such as having people under your responsibility (children, relatives, etc.), owning a vehicle, a pet, or doing home office work will all influence your choice.

Price

Although the price may be the main factor when purchasing your home, as it will be determined by all the house's features, such as its location, quality, age, extras, etc., your personal preferences also play an important role. The emotional factors of your tastes and desires will also determine the choice of your ideal home.

Space and distribution

Correct distribution can transform a house with a few square metres into your own palace. Therefore, it is essential to have efficient distribution and prioritise the areas where you will spend the longest amount of time. In this manner, you can make the most of each space of your home.

However, these are not the only factors that will influence your decision to purchase or sell a house, as new aspects to be considered are constantly arising, such as its energy rating and the availability of terraces, which can also play an important role in choosing a property.

Some ideas that you may not know, but you should



Building permit

A real estate development building permit is an official permit that authorises and regulates building or refurbishment activities on a real estate project. This permit will guarantee that the work complies with all the legal and regulatory requirements, providing security for the developer and you, as the future owner of the home.

Guarantees

These real estate developer guarantees are financial guarantees to protect you when purchasing a property in construction. They endorse the developer's commitments and guarantee compliance with contractual obligations. They provide you with security and peace of mind, protecting your investment in case of non-compliance on the part of the developer.

PBC

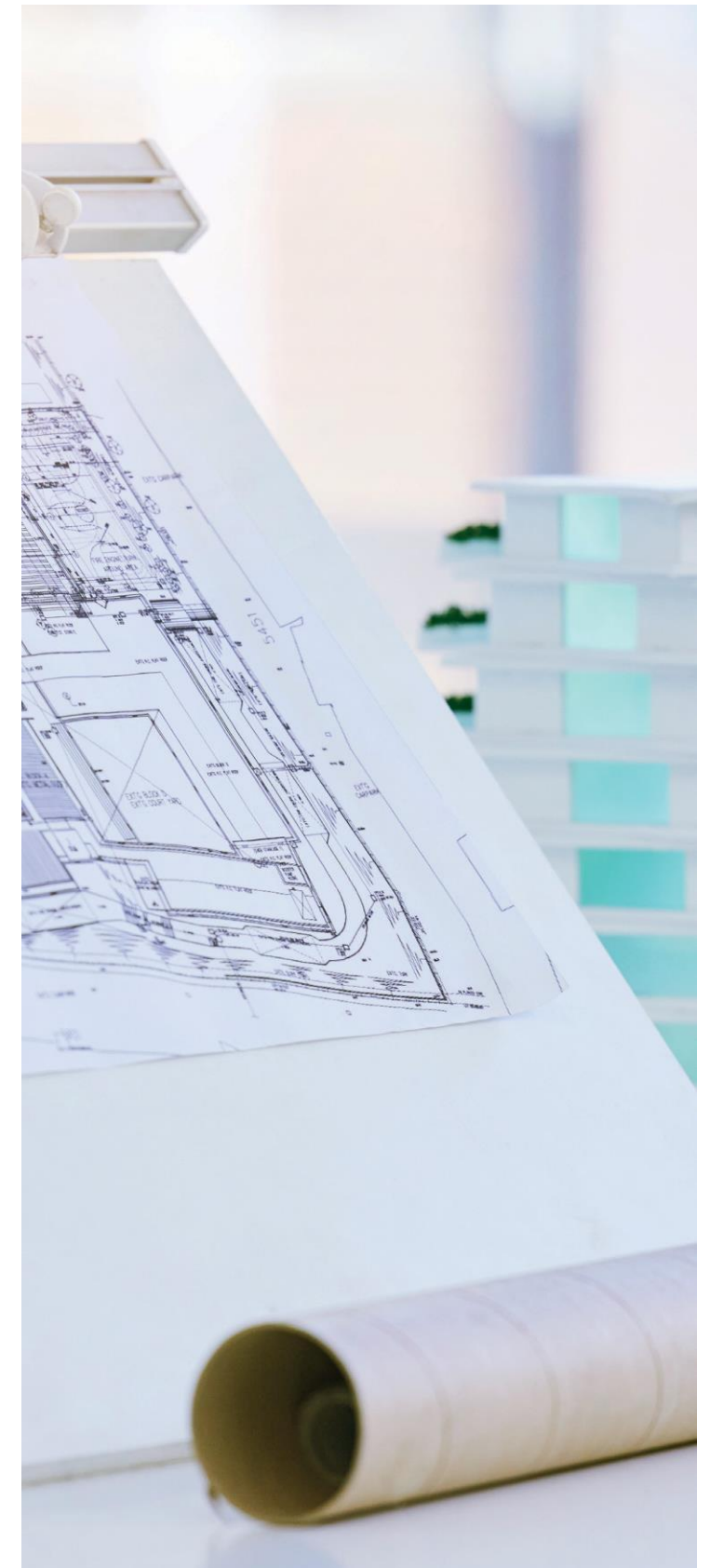
Compliance with the law on the prevention of money laundering (PBC) and financing of terrorism is a legal requirement, among others, for real estate developers. One of its goals is to avoid funds from criminal activities being used to purchase property. In compliance with this law, Metrovacesa will request certain documentation from the purchaser before starting the transactions.

Taxes

VAT – Value Added Tax: When purchasing a new house, the buyer must pay VAT. This tax is charged on the house and will be paid in advance, according to the established payment stages.

AJD – Document duties: Must be paid whenever a notarial document with an economic sum is signed, and the amount will vary according to the Autonomous Community where the property is located.

IBI – Property tax: This is a tax payable by the registered owner on January 1st of every year. However, by an agreement between the parties, it can be prorated according to the period used when the purchase of the house is notarized.



Some ideas that you may not know, but you should



Developer loan

This is a guaranteed mortgage loan granted to the developer.

As a purchaser, at the moment of the property handover, you will have the choice of subrogation and establishing your own mortgage. If you choose subrogation, you will assume the debt of the developer with the bank used to build the house.

A developer loan offers several advantages. As a loan that has already been granted, it will facilitate subrogation, and the financial offer is usually more competitive. This is due to savings in the appraisal costs and facilities in risk approval, making the process more agile and flexible.

Laws applicable to the developer

The developer's obligations are established by law, and can be consulted in *Law 38/1999, of 5 November, on building standards*. More specifically, in *Chapter IV, on building responsibilities and guarantees*.

What is CFO?

The Final Work Certificate is a document signed by the construction manager and the director of work implementation, appointed by the developer from the beginning of the construction, to supervise and manage the process. This certificate verifies that the building has been constructed in compliance with the project approved and the corresponding licence.

It is important to highlight that the Final Work Certificate must be approved by the corresponding professional colleges, such as the College of Architects and the Association of Technical Architects. Without this certificate, it is not possible to sign the Work Acceptance Certificate between the Developer and the Builder or to apply for the First Occupation Licence (LPO).

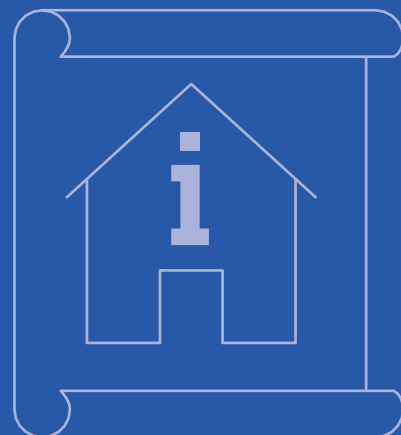
What is the LPO?

The First Occupation Licence (LPO) is requested after obtaining the Final Work Certificate (CFO). This licence is issued by the Public Administration, typically the Town Council, after verifying that the construction has been made according to the approved project and that it complies with regulations. This licence is an essential requirement for the notarization of the house and, in most cases, for hiring utilities..



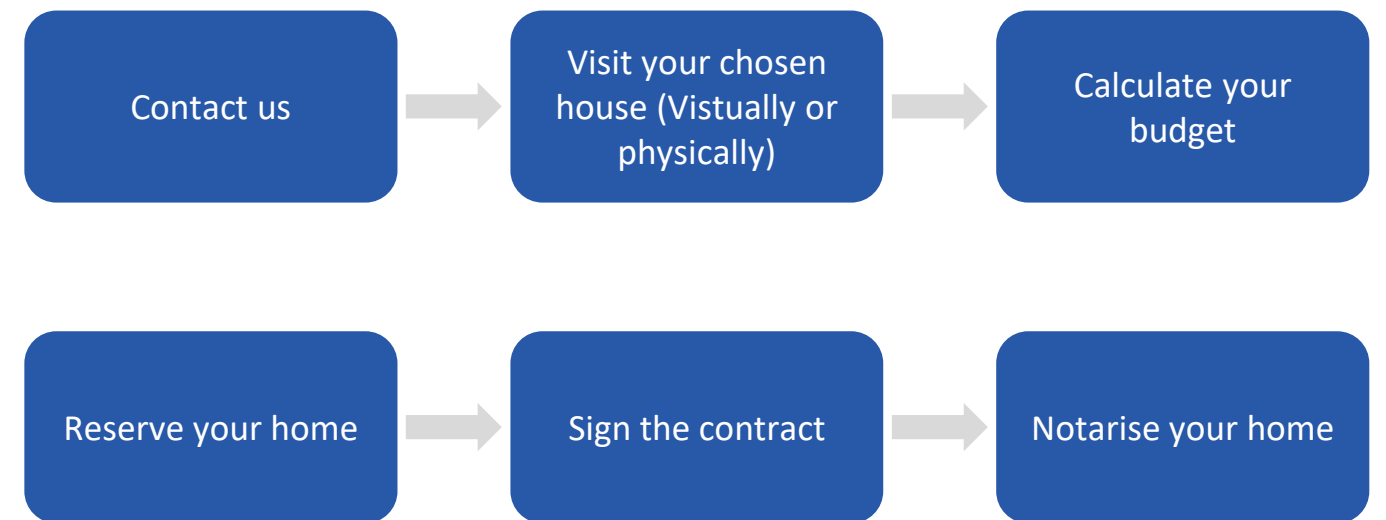
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Understanding the process



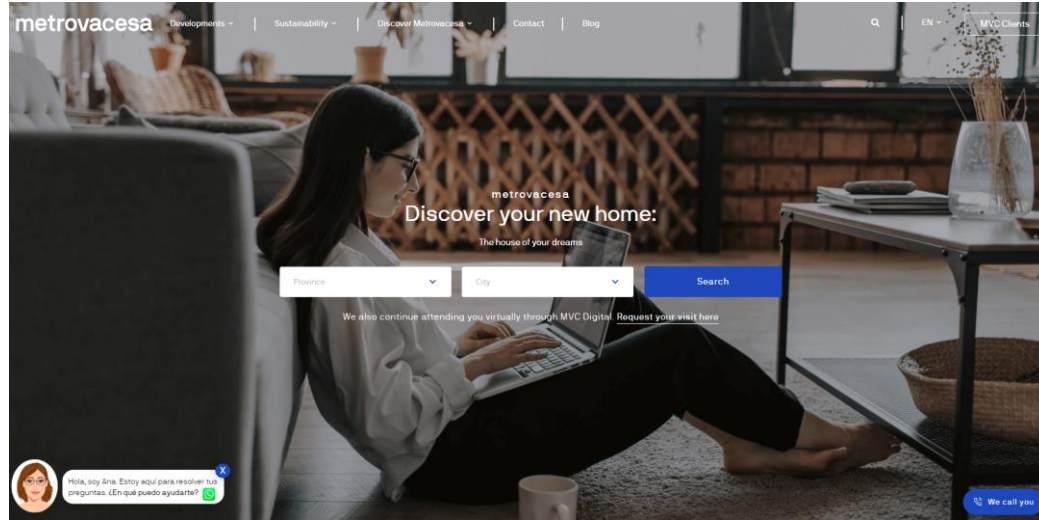
We know that the purchase of a home is an important decision, and we want to make sure you feel supported and guided in every phase of the process. We are delighted to offer you a step-by-step approach for you to make an informed and worry-free purchase.

Here are the steps you must follow to purchase your dream house.



If you have any queries or wish to begin exploring the options available, do not hesitate to contact us by telephone at 900 55 25 25 or mail clientes@metrovacesa.com. We will be delighted to offer you all the information you need to make an informed decision.

First steps



Our website and our physical points of sale are complementary and convenient channels to obtain all the necessary information to begin the purchasing process for your home. Please visit our website (Metrovacesa.com) and our points of sale to get a complete and detailed idea of our real estate developments.

On our website, you will find a section specifically dedicated to the real estate development you are interested in, where you can explore details of the project, complete descriptions of the properties available, plans, photographs, main features, payment calendars, etc. We also provide information about the location and other relevant information to help you make an informed decision.

You can also contact our sales team directly or **schedule a visit to the points of sale by calling the freephone number** of our contact centre, 900 55 25 25, or by writing to clientes@metrovacesa.com

Our physical points of sale are strategically located to offer personalised attention and direct advice. Our sales team will be delighted to receive you, answer all your questions and provide additional information about the properties available, our terms and conditions, as well as the requirements to begin the purchasing process

Contact us

All fields required.

Name and Surname

Telephone

Email

Postal Code

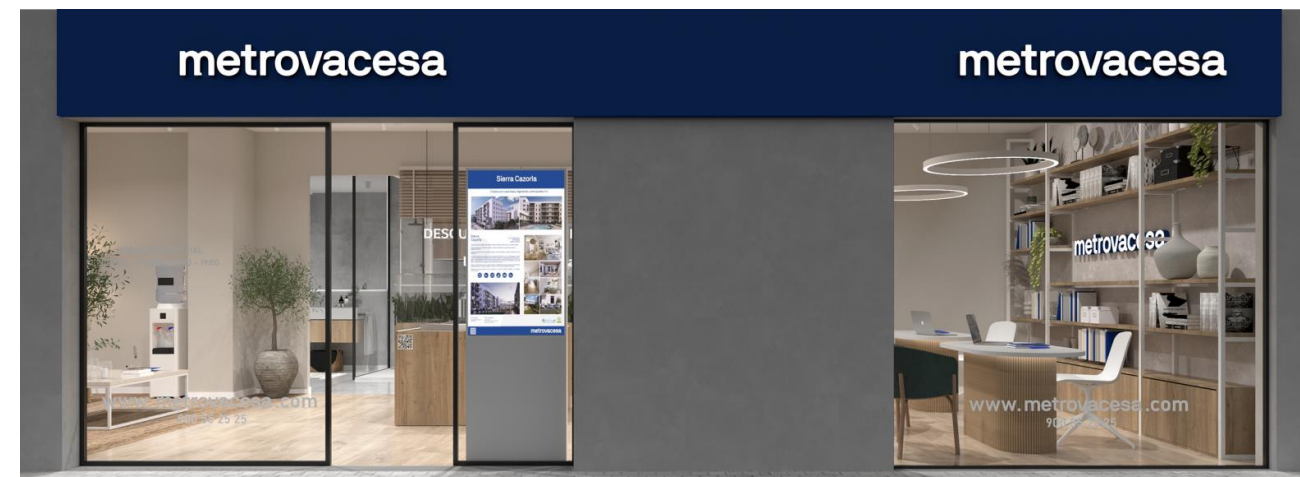
Development

Preferential timetable

Motive

Query

I Accept to Terms of privacy



First steps



Visit in person

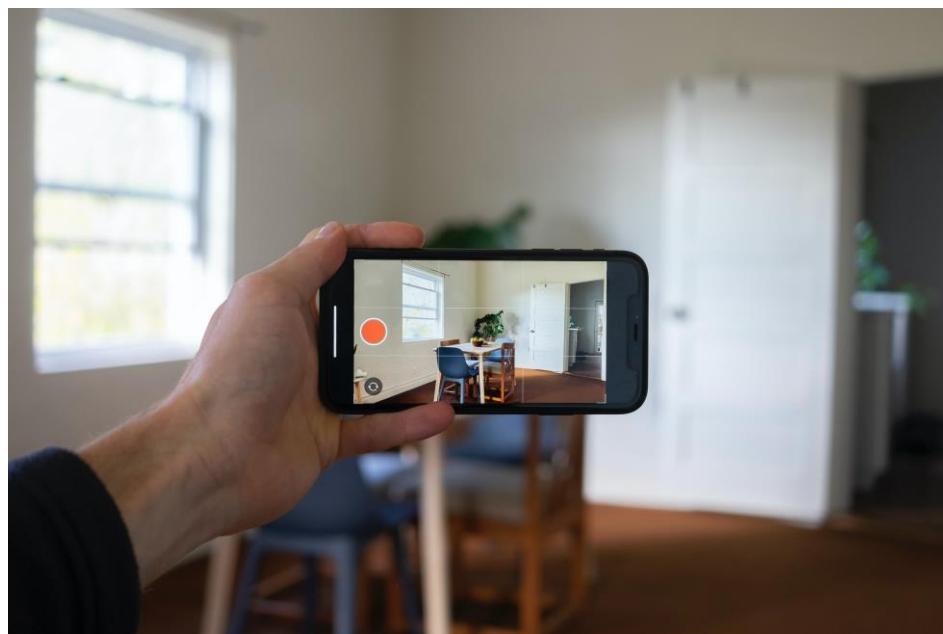
Metrovacesa offers you the possibility to visit the house you are interested in.

During your visit, you will be able to explore every corner of the house and experience its environment and unique features. Our staff will be at your disposal to offer personalised attention and answer all your questions.

The aim of a personal visit is to offer a gratifying experience and the confidence you need to make an informed decision.

Virtual visit

If you are unable to visit the house in person, you can have a virtual tour. We understand that your time and convenience are important, so our agents can assist you remotely while you explore the property from the comfort of your home.



Forms and modes of payment

A personalised payment plan will be established for each house at the point of sale, according to the status of the development.

The customary mode of payment is as follows:

An amount paid on signing the Reservation (Which will be discounted from the final price).

A percentage on signing the Contract of Sale (10%).

After signing the contract, monthly instalments are established during the construction phase (10%).

The outstanding amount (80%) will be paid when the house is handed over.

Regarding modes of payment, both for the reservation and on signing the contract, they can be via bank transfer or bank cheque.

If you choose to make a bank transfer, you will have to present a payment receipt, including the account number from which it was paid and the account holder. The operation cannot proceed without this information.

It is important to know that cash payments or cash deposits in the reception account are not accepted.

First steps

Your budget

Calculate your mortgage

Calculate how much you'll pay each month for your new home with our mortgage calculator.

mortgage amount	Term	Type of interest	monthly fee
400,000 €	30 Years	2 %	€*
<small>* -- years with a fixed interest rate of 2 % TIN</small>			

Before beginning to plan the purchase of a house, it is essential to know **how much you can spend**. Knowing in advance the amount of money you have available and how much you will need to finance will enable you to initiate a process which will doubtlessly be one of the most important of your life. For this purpose, it is necessary to compare the total sale price of the house with your gross annual income per family unit.

On our [website](#), each development allows you to calculate your mortgage.

It is also important to consider the purchasing effort this operation will imply, where the amount destined for payment must be in keeping with your monthly income after paying your regular expenses.



Types of expenses



Finally, remember to take into account the initial expenses of the purchase, which can amount to 10% - 15% of the home's total cost. In addition to the mortgage, purchasing a house implies paying a series of additional expenses, such as those related to the notary's office, property registration, VAT (in the case of new buildings) and property tax (IBI). These are detailed below:

- 1 Stamp duties (A.JD): The amount varies according to the autonomous community of the property, and it amounts to 0.5% - 2% of the price of the house.
- 2 Property tax (IBI): A local tax on all real estate property. As a purchaser, you must pay the IBI corresponding to the time passed since the house was registered in your name and the end of the current year.
- 3 Tax on increase of urban land value (IIVTNU): Also known as Municipal added value tax, it is a municipal tax that, fortunately for buyers, is paid by the seller.
- 4 Value-added tax (VAT): On purchasing a new house, you must pay VAT (10% according to current law and 4% in the case of social housing). The same VAT applies to garage spaces (a maximum of two) and storage rooms.
- 5 Community expenses: As the buyer, you will also have to pay the corresponding expenses of the residential estate community from the month after a property is registered in your name.

These additional expenses must also be considered when calculating the funds necessary to purchase a house.

I have decided to go ahead with the purchase

Reservation and types of reservation

Once you have chosen your home, the first step will be to make a reservation. For this purpose, there are some necessary **procedures, formalities, documents and modes of payment.**

Reservation in the Pre-commercialisation phase



In the purchasing process, there are two different types of reservation, depending on the property status.

Reservation before obtaining the building permit and guarantee policy: This reservation is made for developments launched before getting a building permit and guarantee policy. The amount paid does not include VAT and has a maximum validity period.

Reservation in the Commercialization phase



Reservation after obtaining the building permit and guarantee policy: This is made after obtaining the building permit and guarantee policy. The amount paid includes VAT, and as a rule, a maximum reservation period of ten days is established.

When it is possible to sign the contract, 30 days of validity are established, as you need to have the 10 % of the price to sign.

In the case of turnkey projects, the reservation period spans 30 days.

In the case of unmarried couples or marriages with judicial separation of assets:

- Unmarried couples: Specify the percentage of the purchase corresponding to each person.
- Marriages with judicial separation of assets: Detail any percentage of property different from the 50% agreed between spouses.



Payment of the reservation



According to the personalised payment plan you were informed of at the point of sale, the 1st amount is paid for the reservation, which reserves your house and confirms the characteristics of your chosen home.

This can be paid via a bank transfer or bank cheque.

I have decided to go ahead with the purchase



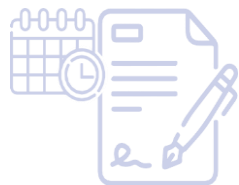
What should I bear in mind when signing the contract?

What am I signing?



In the case of metrovacesa, before signing the contract, you can request to examine the contract and all the relevant commitments (guarantees, finance, permits etc.) related to your house as described in the contract and which affect both parties, the buyer and the seller.

When is it signed?



To sign the contract, the following conditions must be met on the part of the developer:

- To have obtained the building permit. The procedure for obtaining a building permit is different in each territory, e.g., in the case of Valencia, it is necessary to have the Horizontal Division (DH); therefore, the building permit and DH are signed at the beginning of each development.
- To have formalised the policy guaranteeing the amounts with an insurance company or a guarantee line with the financial entity.

To do this, it is necessary to present the corresponding documentation, mentioned, among others, in Law/2010, of April 28, on the prevention of money laundering and finance of terrorism.

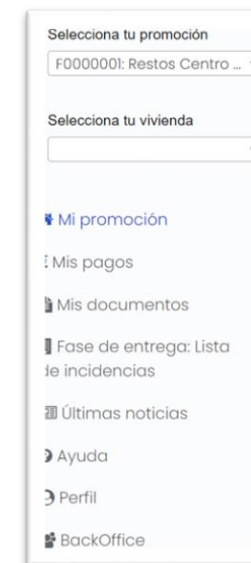
According to the personalised payment plan in the contract, 10% of the price of the house is paid on signing the purchasing contract. After signing the contract, monthly payment instalments are established during the construction phase (10%), typically directly debited for more convenience.

Payment may be made by bank transfer or bank cheque.

Payment defined in the contract



Accessing the customer portal: your private area



Once the purchasing contract has been signed, metrovacesa will enable you to access your private area in the customer portal, where you can monitor the updated status of your future house. From this portal, you can access:

- Estimated progress of the development, as well as information about companies collaborating, such as architects' studios, information about the construction company, marketer and financial entity
- Payments made
- Access to documentation related to your house
- (...)



I have decided to go ahead with the purchase



What should I consider when receiving the house or signing the deeds before the notary?

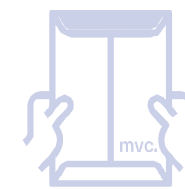
What documents do I need as a customer? (*)



As a buyer, you must have the necessary documentation already mentioned, among others, in the Law on Money Laundering and finance of terrorism, Law 10/2010, of 28 April, as a guide:

- Identification document of the purchaser.
- Receipt of payment of the reservation, the contract and any other amount advanced.
- Original guarantees of the amounts paid on account.
- (...)

What documents will the developer hand over to me?



With the handover of the home, the developer must supply a series of documents and administrative authorisations. Which include, among others:

- First Occupation Licence or Affidavit.
- Certificate of habitability, required by some Town Councils.
- Energy classification certificate.
- Registration of the finished building in the Property Registry.
- Ten-year defect insurance policy.
- A copy of the community insurance policy.
- Plans with the installations and the Book of Building.
- Manual of use and maintenance of the house.
- Documents for the hiring of services.
- Manuals and guarantees of appliances.
- Documents subscribed with the utility suppliers.

These documents are important to ensure a correct handover of your home and provide all the information you need about your new house.

Payment on handover



At the moment of the handover, payment is typically made in the form of two cheques, one corresponding to 80% of the outstanding amount and the other corresponding to the proportional cost, as an owner, of the constitution of the community of proprietors. The mode of payment can be by bank transfer or bank cheque.

Connection of utilities



Having reached this point, you now have the keys to your new home; metrovacesa offers you the possibility of hiring all the services and utilities you need to live in your new house 100% digitally and **free of charge**.

For this purpose, we have at your disposal a management company that will help you to obtain the electricity, water, gas, internet, etc., contracts, **free of charge and in an agile and effective manner**, easily and avoiding paperwork.

4 sustainability

For metrovacesa, sustainability is based on respect for the environment and constant improvement to satisfy our customers. We strive to reduce the environmental impact, improve the efficiency of our operational processes and encourage innovation. These are our main goals regarding sustainability.



Committed to people and the planet

Metrovacesa's General Sustainability Strategy 2022-2024 de (ESG24) has nine strategic lines aligned with the Sustainable Development Goals (SDG). These strategic lines intend to drive the company's Business Plan by differentiating actions for the business and stakeholders.

- | | | |
|--|---|--|
| 
1 Neutrality and climatic adaptation | 
2 Sustainable homes and the well-being of our clients | 
3 Sustainability of the housing developments |
| 
4 Social developer and contributor to Social development | 
5 Responsible and ethical corporate business governance | 
6 The best talent for business success |
| 
7 Extension of Sustainability to suppliers and contractors | 
8 Reputation and leadership management ESG | 
9 A sustainable business model |

Metrovacesa's commitments

domum commitment

In MVC, we understand that Sustainability must be approached from a global and integrated position. Therefore, we always strive for transversality and collaboration with external agents that can provide value from their specialised fields.

Sustainable initiatives with a positive impact on the surroundings.

We have a quality brand with a sustainable commitment-Domum, which is a commitment to good practices in our developments regarding aspects such as energy efficiency, circular economy, climatic and landscape characteristics.



Analysis of the life cycle of developments

The life cycle of a building is a process that evaluates all the environmental, structural, productive, transport, etc., aspects of our developments.

By applying sustainable practices and approaches, we intend to minimise negative impacts in all the stages of the life cycle of our projects, from extraction of materials to demolition and recycling.

To achieve this goal, MVC carries out exhaustive analyses of the life cycles of the buildings, carefully evaluating each stage. By identifying areas with the greatest potential for improvement, we can implement strategies to reduce energy consumption, optimise the use of resources and promote reuse and recycling.

In this respect, MVC is firmly committed to reducing the carbon footprint of the construction industry and contributing to a more sustainable future that respects the environment.

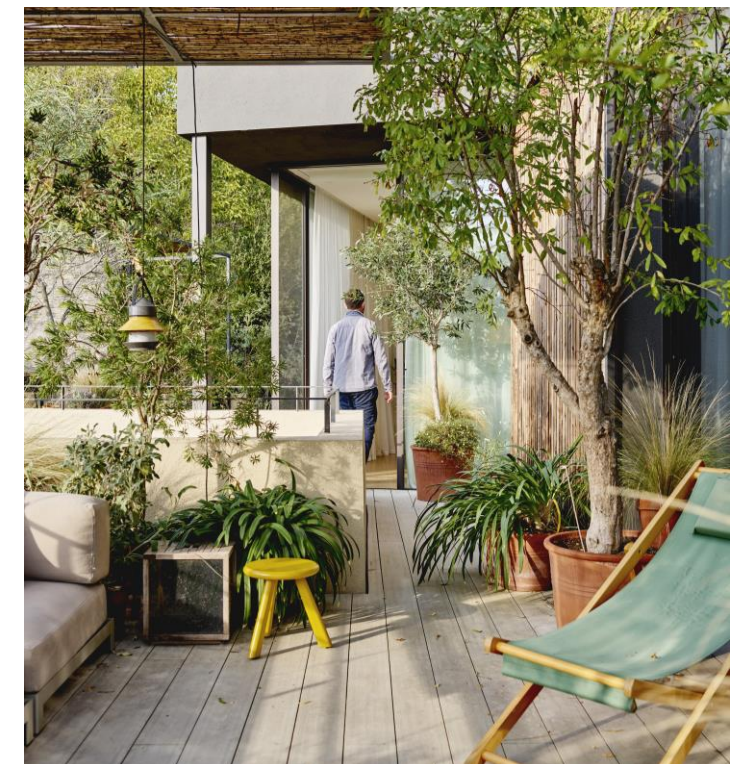


The GREEN certificate acknowledges a building's sustainability, developed by GBCe - Green Building Council España, in collaboration with associated experts in 2009.

This certificate evaluates seven key criteria fundamental to measuring the sustainability of a building:

- Energy and atmosphere
- Plot and location
- Interior ambient quality
- Natural resources
- Design quality
- Innovation
- Social aspects.

One of the main characteristics of GREEN is that it has been totally developed and conceived for the Spanish market and regulations. This guarantees that the guidelines and requirements of the certificate are adapted to the particular characteristics of the environment and the country's legislation.



metrovesesa



metrovesesa.com