



Colours of Spain Property Templates

General property details	<i>Please tick, circle or complete.</i>
House name (if it has one)	
Property type	House <input type="checkbox"/> Apartment <input type="checkbox"/>
If a house, is it...?	Detached <input type="checkbox"/> Semi-detached <input type="checkbox"/> Terraced <input type="checkbox"/> Chalet <input type="checkbox"/>
If an apartment, is it a studio apartment?	Yes No
Location	
Autonomous Community (Region), eg Andalucía, Asturias Province	
Area, eg Las Alpujarras or Island, eg Menorca (if relevant)	
Costa (if relevant)	
Name of (nearest) village/town	
Are there any airports/ports within 50km radius?	Yes No
Which one/s?	
Setting	
Where is the property?	In a town/city <input type="checkbox"/> In a village <input type="checkbox"/> In the country <input type="checkbox"/> On the coast <input type="checkbox"/> In the mountains <input type="checkbox"/>
Views	
What views does it have?	Sea <input type="checkbox"/> Mountains <input type="checkbox"/> Port <input type="checkbox"/> Valley <input type="checkbox"/> Countryside <input type="checkbox"/>
Bedrooms	
How many bedrooms?	[]
How many people does it sleep?	[]

Enter a number against each type of bed in each bedroom.	
Bedroom 1	
Ensuite	Yes No
Single bed	[]
Double bed	[]
Single sofabed	[]
Double sofabed	[]
Folding	[]
Bunk	[]
Cot	[]
Bedroom 2	
Ensuite	Yes No
Single bed	[]
Double bed	[]
Single sofabed	[]
Double sofabed	[]
Folding	[]
Bunk	[]
Cot	[]
Please give details of further bedrooms on a separate sheet of paper	
Bathrooms/Toilets	
Number of bathrooms	[]
Bathroom 1	Bath <input type="checkbox"/> Shower <input type="checkbox"/> Toilet <input type="checkbox"/> Basin <input type="checkbox"/> Bidet <input type="checkbox"/>
Bathroom 2	Bath <input type="checkbox"/> Shower <input type="checkbox"/> Toilet <input type="checkbox"/> Basin <input type="checkbox"/> Bidet <input type="checkbox"/>
Please give details of further bathrooms on a separate sheet of paper	
Kitchen	
What kitchen facilities are there?	Washing machine <input type="checkbox"/> Dryer <input type="checkbox"/> Dishwasher <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/> Oven <input type="checkbox"/> Hob <input type="checkbox"/> Microwave <input type="checkbox"/> Grill <input type="checkbox"/>

Heating	
What kind/s of heating is there?	Central Heating <input type="checkbox"/> Electric radiators <input type="checkbox"/> Wood burner <input type="checkbox"/> Log Fire <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Gas fire <input type="checkbox"/>
Living room	
Seats for how many people?	[]
Please tick all that apply	TV <input type="checkbox"/> Satellite/Cable TV <input type="checkbox"/> Video <input type="checkbox"/> DVD player <input type="checkbox"/> CD Player <input type="checkbox"/>
Additional Accommodation	
Write details of any additional accommodation (eg games room)	
Swimming pool	
Does the property have a swimming pool?	Yes No
If yes, what's the best description of it?	Small <input type="checkbox"/> Medium <input type="checkbox"/> Big <input type="checkbox"/> Paddling pool <input type="checkbox"/>
Size (m) Add numbers for width x depth	[] x []
Minimum depth (m)	[]
Maximum depth (m)	[]
Is it heated?	Yes No
Outside the house	
	Garden <input type="checkbox"/> Barbecue <input type="checkbox"/> Patio/Terrace <input type="checkbox"/> Tennis court <input type="checkbox"/> Bikes <input type="checkbox"/> Table tennis <input type="checkbox"/> Garden furniture <input type="checkbox"/>
If you have garden furniture, how many of the following do you have?	Chairs [] Tables [] Sunloungers [] Hammock []
Summary	
Write up to 75 words as a general	

introduction to your property, pointing out the features and advantages that will make it attractive to holidaymakers.	
Photos	
<ul style="list-style-type: none"> • 4 photos are included in the price. You can include more (up to a total of 10) at a cost of £5.00 each. • Please write your name and address on the back of all the photos. If you want us to send them back please enclose a s.a.e. However, we prefer to keep them in case we ever need to rescan them. • Specify which photo you want to be the main image. This is the photo that will appear in the thumbnails of your property and will be the main photo in the complete property details. This photo is normally a view of your house or flat from the outside. • Ideally all photos should be landscape format, (and if digital) JPG files and less than 300K each in size. Please note all photos will be cropped into a standard 4x3 landscape format. • Send either prints or digital images on CD to Colours of Spain together with your completed templates and your cheque. There is a nominal charge of £7 per photo for us to scan and/or upload. 	
How many photos are you sending?	[]
Local amenities	
Ski resort within 50 km	Yes No
If yes, please specify the distance	[]
Golf course within 20 km	Yes No
If yes, please specify the distance	[]
Horse riding within 10 km	Yes No
If yes, please specify the distance	[]
Beach within 10 km	Yes No
If yes, please specify the distance	[]
Swimming pool within 10 km	Yes No
If yes, please specify the distance	[]
Tennis courts within 10 km	Yes No
If yes, please specify the distance	[]
Supermarket within 5 km	Yes No
If yes, please specify the distance	[]
Restaurant within 5 km	Yes No
If yes, please specify the distance	[]
Permissions	
	Animals considered <input type="checkbox"/>
	Smokers allowed <input type="checkbox"/>
	Children allowed <input type="checkbox"/>
Suitability	

	Wheelchair accessible <input type="checkbox"/> Suitable for children <input type="checkbox"/> Suitable for people with limited mobility <input type="checkbox"/>
Getting around	
Car Recommended	Yes No
Railway station within 10 km?	Yes No
If yes, please specify the distance	[]
Bus stop within 5 km?	Yes No
If yes, please specify the distance	[]
Prices	
What currency are you quoting in?	British Pounds <input type="checkbox"/> Euros <input type="checkbox"/>
Write a date range and the corresponding price per week. Start with today's date and work your way through the next 12 months.	
Date range	From to
Price per week	[]
Date range	From to
Price per week	[]
Date range	From to
Price per week	[]
Date range	From to
Price per week	[]
Date range	From to
Price per week	[]
<i>Please give details of further date ranges and prices on a separate sheet of paper</i>	
Notes	
Write any additional information about your seasons and prices.	
Availability	
On a separate sheet, please write the dates which have already been booked for	

<p>the next 12 months. It is important to update the availability of your property every time you have a booking. The date you last updated the availability will be displayed when holidaymakers look at your property details. Even if you don't have internet access at home, you should get someone to update the availability of your property for you. To do this, you need your username and password to get into your account. Once in your account, click on "Update availability" and mark any new dates that have been booked. It is important the availability information is accurate and up-to-date to avoid disappointing holidaymakers, who use this information when deciding which properties to book.</p>	
Booking details	
What day of the week does the rental start (and finish) on? Write "Flexible" if it doesn't matter	
From what time can visitors arrive on the first day?	
By what time must they leave on the day of departure?	
Do you require a rental deposit?	Yes No
If yes, in what currency?	British Pounds <input type="checkbox"/> Euros <input type="checkbox"/>
How much?	
When should the balance be paid?	On reservation <input type="checkbox"/> [] weeks before <input type="checkbox"/> On arrival <input type="checkbox"/>
Do you require an additional security deposit?	Yes No
If yes, in what currency?	British Pounds <input type="checkbox"/> Euros <input type="checkbox"/>
How much?	
When should it be paid?	On reservation <input type="checkbox"/> [] weeks before <input type="checkbox"/> On arrival <input type="checkbox"/>
Notes (<i>Write any additional information about booking, deposits etc</i>)	
Is bed linen provided?	Yes No
Are towels provided?	Yes No
Is there maid service?	Yes No
If yes, how often?	
Contact details	
Name of contact to appear in advert	
Are you willing to be contacted by email?	Yes No
Email address for enquiries	
Tick which of the following languages	English <input type="checkbox"/>

you are willing to be contacted in by email.	Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Portuguese <input type="checkbox"/> Italian <input type="checkbox"/> Other (please write).....
Are you willing to be contacted by phone?	Yes No
Phone number for enquiries	
Mobile number for enquiries	
Tick which of the following languages you are willing to be contacted in by email.	English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Portuguese <input type="checkbox"/> Italian <input type="checkbox"/> Other (please write).....
Are you willing to be contacted by fax?	Yes No
Fax number for enquiries	
Tick which of the following languages you are willing to be contacted in by email.	English <input type="checkbox"/> Spanish <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Portuguese <input type="checkbox"/> Italian <input type="checkbox"/> Other (please write).....
Testimonials	
We charge £5 per testimonial. Each testimonial can consist of up to 25 words and must be supported by the name of the person and the place where they live.	
Testimonial (max 25 words)	
Name of person	
Place where this person lives (eg, London, UK)	
Special offers	
You can add special offers throughout the year. They run for 30 days from the date of approval. You have up to 25 words of free text to describe your special offer. There is a charge of £25 per special offer.	
Special offer	

The Top 3 Local Guide	
Top 3 places to eat	
1. Name	
Address and contact details	
Price Guide (for 3 courses with wine)	
Speciality	
Why you recommend it	
2. Name	
Address and contact details	
Price Guide (for 3 courses with wine)	
Speciality	
Why you recommend it	
3. Name	
Address and contact details	
Price Guide (for 3 courses with wine)	
Speciality	
Why you recommend it	
Top 3 things to do/see	
1. What	
Where	
Price	
Why you recommend it	
2. What	
Where	
Price	
Why you recommend it	
3. What	
Where	
Price	
Why you recommend it	
Top 3 places to visit	
1. What	
Where	
Price	
Why you recommend it	
2. What	

Where	
Price	
Why you recommend it	
3. What	
Where	
Price	
Why you recommend it	

Payment			
You should send your completed templates together with your photos, availability calendar and a cheque either in British Pounds or Euros made payable to Colours of Spain Limited to:			
(Cheques in sterling) Colours of Spain Limited Via Romana, 22 Talamanca de Jarama MADRID 28160 Spain	(Cheques in euros) Colours of Spain Limited 11, Britannic House 15 Yew Tree Road Moseley Birmingham West Midlands B13 8NQ UK		
Write the number of each product and the total in the right hand column.	Cost	Number	Total
	£ €		
Advert (includes 4 free photos)	100 140		
Extra photo (maximum 6)	5 7		
Photos to be scanned and/or uploaded by Colours of Spain (maximum 10)	7 10		
Testimonials (maximum 5)	5 7		
Special offers	25 35		
Upload charge	25 35		
Sub total			
If you have a voucher code, please enter it			
Sub total			
VAT (17.5% of sub total above) If you aren't resident in the UK and are in business, you don't need to pay VAT. Enter your company number or CIF or your VAT number in the box. Alternatively you could send us (within 4 weeks) a letter on your business' headed paper or a certificate from the relevant tax authorities.			
Total			

I confirm I have read the **Terms and Conditions for advertising on the Colours of Spain Limited website** (attached) and agree to abide by them. Note we cannot process your advert unless you have ticked this box.

Signature

Print name

Date