

# How to participate in the auction of an apartment for RENT from the property of the Prague 3 Municipality (Tender 3)

## Notice 1:

You can only get a lease for **one** Residential Unit within the tender procedure. The deposit of 30.000, - CZK is paid only once, regardless of how many apartments you apply for. We recommend that you submit applications for all apartments, only in this way you will increase your chances of getting one of them.

## Notice 2:

Participants can only be a natural person over 18 years of age who is a citizen of the Czech Republic (only permanent residence is not sufficient) or a citizen of a Member State of the European Union or a citizen of Ukraine or an EFTA Member State, i.e. Liechtenstein, Switzerland, Norway and Iceland. If the tenants are spouses or registered partners, at least one of them must meet the citizenship requirement.

The auction is not open to bidders who are in bankruptcy, who have a record in the Central Register of Executions and have not been granted debt relief, or who are overdue debtors to the Prague 3 Municipality (see the application form and the conditions of the bidding procedure).

No legal entity may participate in the auction.

## Notice 3:

The rented apartment must not be used for commercial rentals (especially for short-term accommodation of third parties).

## Notice 4:

If you have registered before, always check that your details are complete, especially if you have completed your citizenship.

## **Procedure recommended by GAVLAS, spol. s r.o.**

The procedure is simple and very intuitive. Attend a viewing of the apartment you wish to rent, register on the [www.internetove-drazby.cz](http://www.internetove-drazby.cz) portal, print and sign the application form, load your auction wallet and submit your application(s).

## **How do I register at [www.internetove-drazby.cz](http://www.internetove-drazby.cz)?**

- On the Internet, go to [www.internetove-drazby.cz](http://www.internetove-drazby.cz)
- In the upper right corner, there is a button "REGISTER". Click on it. You will be presented with a page where you can choose one of the options:
  - o natural person - the most common case, because even if you are married, a joint tenancy will automatically arise (unless you are not living in the same household and you prove it with an affidavit).
  - o spouses or partners - click if you want both of you to be listed on the lease and both of you must sign a certified application form.
  - o legal entity - may not participate in the auction.
- After clicking on the form, you will see the relevant form. Think of, fill in, and remember your User Name and Password. Repeat the password again to check its accuracy.
- Fill in all the boxes carefully. Fields marked with an asterisk are required. (This information, including the birth number, is required for the rental agreement.)
- Check the Agree to Terms and Conditions box and click the "Save and Continue" button. (If you can't click it, it means you haven't filled in all the boxes.) You will be presented with a page to check your details, tick "I confirm that the registration details are entered correctly" and click "Continue".
- An email will be sent to the email address you entered during registration. Open it, click on "complete registration" and you are done.

## How to print the application form?

- On the Internet, go to [www.internetove-drazby.cz](http://www.internetove-drazby.cz)
- In the upper right corner, there is a "Login" button. Click on it.
- You will be presented with a page where you fill in your Username and Password. Click on "Login".
- The auction page will appear. Select the apartment from the property of the Prague 3 municipality that you want to rent and click on the "Submit Application" button next to it.
- An already completed application form is automatically sent to the email address you entered during registration.
- **Check the application form, add the date and sign.** Signature(s) **do not need to** be certified. If you are attending with a spouse or partner, both must sign the application form.
- It is also possible to issue a general power of attorney in advance to someone in the Czech Republic to sign and submit applications on your behalf. They will then make certified copies of the power of attorney and attach them to each application form they sign for you. We will send you the details of such a power of attorney on request.

## How and when to apply?

- by post to the Provider's registered office at GAVLAS, spol. s r.o., Politických vězňů 1272/21, 110 00 Prague 1, so that they are delivered to the Provider no later than 21 March 2024 by 18:00 (write your name and the text „3.VŘ na pronájem BJ MČ Praha 3“), or
- in person at the Provider's headquarters at the above address (on working days from 10:00 a.m. to 5:00 p.m., and no later than 21 March 2024 by 6:00 p.m. (write your name and the text „3.VŘ na pronájem BJ MČ Praha 3“), or
- electronically, by sending a scan of the hand-signed application form via their data box to the provider's GAVLAS data box, data box number: xph35a6, by the deadline for applications, or
- electronically, by requesting the conversion of the signed application form into electronic form (so-called authorized conversion) at Czech POINT and depositing it in the data box of the GAVLAS provider, data box number: xph35a6, no later than 21 March 2024 by 18:00, or
- electronically by sending the application form signed with his/her recognized electronic signature to the data box of the provider GAVLAS, data box number: xph35a6, no later than 21 March 2024 by 18:00.

## Composition of the security - how to charge the auction wallet?

**First, apply for at least one auction** (click on the Submit Application button in the How to print an application section above). This will activate the auction wallet.

The security is set at the same level for all participants, regardless of the object of their interest. In the amount of CZK 30.000, - for the entire tender procedure. A bidder may only auction one apartment for rent within the tender procedure.

Click on your username in the top right hand corner and it will take you to your account. Click on "Auction wallet → **Auction of** rentals Prague 3 - 3.VŘ → Upload auction wallet". A window will open in which you fill in the amount of 30.000 CZK and click on "Continue".

You will receive a variable and specific symbol by email, under which you will transfer the amount of 30.000 CZK to the auction wallet account. **This amount must be credited to the account below no later than 21.3.2024.** It is not enough to instruct the bank, the money must be credited within the deadline. (Attention! UniCredit Bank does not support immediate payments!)

**Account number: 1387875411/2700** held at UniCredit Bank

Please use the unique **variable symbol** that you will receive by email when you request the charging of your auction wallet in the electronic auction system as the **variable symbol**; please use your birth number as the **specific symbol**, and if you are without a birth number (e.g. a foreigner), the date of birth in the form yyyyymmdd. If you are bidding for the auction as two co-bidders (e.g. married couple), please enter only the birth number of one of you as a specific symbol.

**The return of certainty:**

Participants whose applications are rejected will be refunded their deposit within 10 working days of the date of the rejection decision.

Bidders who do not win the auction will be refunded their deposit within 10 working days of the auction ending.

The winner of the auction will be refunded any difference between the deposit paid and the deposit required by the Apartment Rental Agreement within 5 working days from the date of conclusion of the Apartment Rental Agreement.

**Auction progress:**

Participants who meet the Terms and Conditions of the tender for the lease of flats announced by the Prague 3 Municipal District will be sent a confirmation message to the e-mail address specified in the application form and the start and end of the auction will be published on the [www.internetove-drazby.cz](http://www.internetove-drazby.cz) portal. We assume that the auction will start within 3-5 days after the end of the deadline for submission of applications and will run for 2 days. We recommend that you bid for the first auction first and only bid for the next auction (auction with a later end date) if the previous auction (auction with an earlier end date) has already ended or if the price for the previous auction has climbed so high that it no longer makes sense for you to continue. This is because if you had bid on the next auction earlier, you would not have a return to the previous auction in your hands. You would have to wait for someone else to outbid you at that auction, and that may not happen until the previous auction ends.

**Deadline for concluding the lease contract:** after approval by the Council of the Prague 3 Municipal District within 14 days after the delivery of the invitation (for details, see the annex - Terms and Conditions of the tender procedure for the lease of flats announced by the Prague 3 Municipal District).

**Basic terms of the lease agreement:**

- a lease agreement for a fixed term of one year with the possibility of extension provided that the tenant will properly fulfill the obligations arising from the Apartment Lease Agreement,
- the start of the lease from 1.6.2024, unless the parties agree on a different start,
- the amount of the advance payment for services connected with the use of the apartment depends on the number of persons registered in the apartment,
- the security deposit is 2 months rent,

(For further terms and conditions, see the annex - Terms and conditions of the tender for the lease of flats by electronic auction 3. tender and the Model lease agreement).

**The winner of the auction does not pay any remuneration to the Provider.**

**We wish you a successful auction. If you need any advice, please do not hesitate to contact us.**

GAVLAS, spol. s r. o.

Politických vězňů 1272/21, 110 00 Prague 1

Tel: 221 666 666

HOTLINE: 777 721 511

Email: [aukce@gavlas.cz](mailto:aukce@gavlas.cz)

This document is only a general guide capturing the most common situations and the recommendations contained herein are not recommendations within the meaning of Section 5 of Act No. 89/2012 Coll.