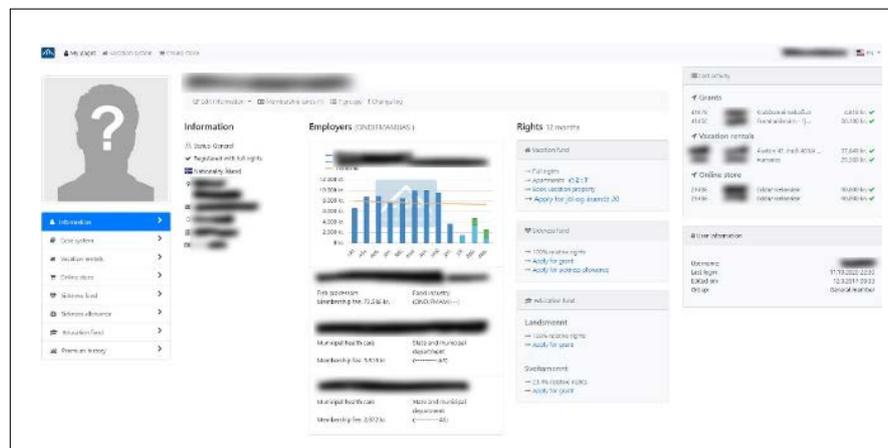




## How to book an apartment or summer house from AFL Starfsgreinafélag.

1. Please observe that AFL's apartments and summer houses are only for rent to members of the union. They are for members and their families and not for others. This means that you as a member can rent an apartment or summer house and invite you family or friends to stay with you. But you can't rent an apartment for your friend.
2. If you rent an apartment and are not staying there yourself but have „sublet“ the apartment to someone else, we will:
  - a. Refuse your „friend“ entry and close the keycard.
  - b. Collect full amount of „market rent“ from you for the apartment.
  - c. Blacklist you from future use of our holiday apartments and houses for at least 12 months.
3. Now the happy part: After paying union dues for 2 months (and the notification of your dues to reach us – which may take about 20 days) you can rent „on-line“ at our „my pages“ at [www.asa.is](http://www.asa.is). You can get access to „my pages“ with
  - a. Icekey
  - b. Electronic signature
  - c. Get a password from us.
    - i. To get a password we will need your email address or mobile phone.
    - ii. To register your email address or phone number – please send an email to [asa@asa.is](mailto:asa@asa.is) and state your personal identification number (kennitala) and your place of work.

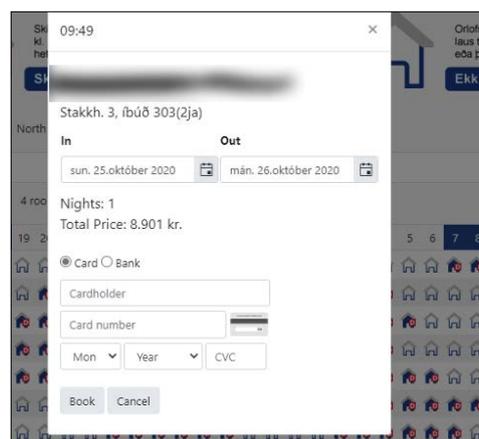
4. At our website – you log on to „my pages“ and there you can choose between four languages: Icelandic, English, Polish and Lithuanian. (Top right corner of the page).



5. We encourage people to edit their personal information and add their bank account – you need to do that before you apply for educational grants for example.
6. If you have not received a membership card – you can apply for a card under the link „membership cards“ on „your page“. (We usually send out cards to new members 3 – 4 times a year.)
7. You will need the card if you are renting an apartment in Reykjavík or Akureyri as the cards also serve as keycards for the apartments.
8. You can now view the vacancy in our houses and apartments either by clicking the „book“ link or the „Vacation system“ link above.
9. The Vacation system opens by default in Reykjavík – and all our apartments there are in the same house – Stakkholt 3. It’s in the city center – about a minute’s walk from „Hlemmur“ bus terminal.
10. The numbers are numbers of each apartment and the number in brackets is the size of the apartment. (Please note that in Iceland the living room is counted as a „room“ so that a three room apartment has two bedrooms.



11. The „white houses“ are days already booked but a blue house with a „D“ is available.
12. When you „click“ an „available“ a booking window will open – with two drop-down windows for „in and out“ to select the duration of your stay.
13. Below you can choose to pay with a credit/debit card or with a claim to you e-bank. If you choose a bank claim you will usually get to choose between two claims – the first one for lkr. 1.000 that must be paid within 48 hours and the second claim for the balance of the cost – payable uptil 10 days before your stay begins.



14. You will get one reminder in an email or text message but if the rent is not paid in time – the booking will be cancelled.