A GUIDE FOR OWNERS, BUYERS AND PARTNERS · NOVEMBER 2026

How we *work.*

What to know before you request access: what we do, what you sign and what it costs. A five-minute read.

€500,000 Minimum value of each asset	**1% + 1%** The seller pays and the buyer pays, each their own share	**Everyone** is identified when signing, without exception	**On the platform** is where all conversations take place

What *Clavendi* is

A private intermediary: we introduce owners and buyers of hotels, property, companies and other high-value assets, in several countries.

It is not a listings portal. Each asset is shown without a name or address, and information is released in stages to those who have been verified and have signed.

All conversations take place on our platform: messages, questions and documents. Phone numbers and e-mail addresses are not exchanged, and the other party is not contacted elsewhere. Seller and buyer do not know each other until the formal introduction.

The path, *step by step*

1 Request

YOU

Tell the concierge on our website what you are looking for or selling.

CLAVENDI

A person reviews every request. It may or may not be accepted.

2 Entry

YOU

Use your invitation to enter. If you sell, present your asset with a few details and the photos. If you buy, you do not need to upload anything to see the listings.

CLAVENDI

Reviews each asset and prepares its listing.

3 Anonymous listing

YOU

If you sell, you approve your anonymous listing. If you buy, you see the listings and request those of interest.

CLAVENDI

Prepares and places the listing. Nothing is published without the seller's approval.

4 Funds and confidentiality

YOU

If you buy, you tell us who is buying, provide proof of funds and sign the confidentiality, fee and non-circumvention agreement for each asset. If you sell, you sign the mediation contract.

CLAVENDI

Checks the funds and presents your profile to the seller, without your name. The seller decides.

5 Dossier and letter of intent

YOU

You receive the dossier, watermarked with your name. If you are interested, you sign a letter of intent.

CLAVENDI

Logs every opening.

6 Introduction and closing

YOU

The data room opens, the introduction record is signed and the parties negotiate with their advisers, up to signing before a notary or the transfer document the asset requires.

CLAVENDI

Stays with you until signing. It never receives or holds money: the price is paid between the parties.

What you *sign*

DOCUMENT	WHO	WHEN
Mediation contract	The seller (all owners)	Before the first dossier
Confidentiality, fees and non-circumvention	The buyer	Before the dossier, for each asset
Mandate	Whoever presents someone else's asset, and the owner	Before the mediation contract
Letter of intent	The buyer; accepted by the seller	Before the data room
Introduction record	Seller, buyer and Clavendi	Before negotiating directly

Documents are signed with a digital certificate. If you do not hold a European certificate, tell us when you request access: we will explain how to sign before going any further. If Clavendi introduces the parties and they later close the deal on their own, without us, the fees are still due. This is agreed in writing, for at least 12 months.

Which *documents* we ask for

If you sell

To start, a few details and the photos; if you are not the owner, the owner's details. The land registry extract (or your country's equivalent), if the purchase moves forward.

If you buy

Nothing to join. Before seeing a property, proof of funds.

Your identity

It is checked when you sign, with your digital certificate. If you do not have one, with your ID card or passport.

If you act for a client

Your client's name and country. Before seeing the property, their proof of funds; you sign and are liable for confidentiality and fees. If there is interest, your client signs as the buyer.

If the transaction moves forward, Clavendi may ask for the necessary documents. If you live outside the European Economic Area, some documents may need an apostille and a sworn translation. We do not accept transactions linked to sanctioned countries or persons. Everything is stored encrypted.

What it *costs*

We charge **1% to the seller** and **1% to the buyer** on the sale price, plus any applicable taxes. Each pays their own share. For an asset of €500,000, that is **€5,000 each**.

It is paid at completion, when the deed is signed. Companies owe it once the deposit contract (arras) is signed; private individuals, only if the deed is signed.

Requesting access, being verified and using the private area is free. Clavendi never asks for advance payments to let you in. Featuring an asset is optional and priced separately.

Partners are paid by their own client: Clavendi neither pays them commission nor charges them.

SALE PRICE	SELLER PAYS	BUYER PAYS
€500,000	€5,000	€5,000
€2,000,000	€20,000	€20,000
€10,000,000	€100,000	€100,000

Amounts before taxes.

What we *do not do*

- Assets below €500,000
- Commodities, financial products or raising money from investors
- Send dossiers, names or addresses to anyone who has not been verified and signed
- Conversations between the parties outside the platform
- Value assets or give investment advice
- Receive or hold transaction money

Is it *for you?*

If you can tick all five, we look forward to meeting you.

- [ ] The asset I am selling or seeking is worth €500,000 or more.
- [ ] I am the owner (or hold their written instruction), the buyer, or I am searching for a client I can identify.
- [ ] I can prove ownership or funds, and I agree to identify myself when signing.
- [ ] I agree to sign the confidentiality and fee documents.
- [ ] I agree that all conversations take place on the Clavendi platform until the formal introduction.

Request access at https://clavendi.com/en/

A specific question? Write to hola@clavendi.com

Summary for information. What binds each party is the text of their contracts. Clavendi does not provide investment services or financial advice.

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