VESZPRÉM – ZALAEGERSZEG – NAGYKANIZSA

No.	*Process steps*	*Description of the step*	*Person/entity in charge*	*Approved by*	*Verified by*
1.	Receiving request for rental	Receiving and filing the request, prior consultation with the applicant, if necessary	AMTD	Not relevant	Not relevant
2.	Feasibility assessment	Assessment of whether the University has a room or area that is temporarily not used and is suitable for the required function. It needs to be clarified if the activity planned to be carried out in the rental property will not interfere with the normal operation of the University	AMTD - DFMS	Head of the AMTD and the DFMS, in Zalaegerszeg and Nagykanizsa: Director of the University Centre	Not relevant
3.	Conducting a public tender (if relevant)	As a general rule, long-term use is possible through a public tender procedure (preparation, approval and publication of tender documents, evaluation of tenders, announcement of results, preparation of contracts)	AMTD	Chancellor	Director of Economic Affairs
4.	Prior approval of the Operator (if relevant)	Prior approval of the Operator in the case of a tenancy exceeding 24 months (Section (2) of Article 18 of the Asset Management Policy)	AMTD	Operator	Chancellor
5.	Contracting	Negotiation of the rental fee, overheads and contractual terms with the prospective tenant, filing the contract (registering the contract number), legal opinion and signature, financial countersignature	AMTD, DFMS	Chancellor	Heads of the AMTD and the DFMS, DEA during the financial countersignature, lawyer
6.	Handing over and taking back the rental property	Handover of the rental property to the tenant in a condition suitable for its intended and safe use. Return of the rental property after use, checking the equipment, furniture and any possible damage. In the case of repeated or regular use, documenting the starting date and duration of use	AMTD, DFMS	Heads of the AMTD and the DFMS	Not relevant
7.	Preparation of invoicing	Preparing the request for invoicing and sending it to the DEA	AMTD	Head of the TOD	Head of the DEA
8.	Billing, financial settlement	Issuing the invoice and monitoring the settlement thereof, the booking of invoice settlement	DEA	Head of the DEA	
9.	Claims management I	Sending payment due notice(s) in case of non-payment	DEA	Head of the DEA	
10.	Claims management II	Compilation and forwarding of documents related to an unsuccessful payment due notice in order to enforce the claim through legal action	DEA	Head of the DEA	

11.	Claims management III	In the event of an unsuccessful payment due notice, legal action to enforce the claim	DLAP	Director of the DLAP	Chancellor

Dated at Veszprém, on 28th November 2024

Zsolt Csillag m.p.
Chancellor