



RELOCATION ADVISERS BV
FINDING A HOME AWAY FROM HOME

GENERAL INFORMATION FOR LANDLORDS

Relocation Advisers B.V. advises landlords wishing to let their own property, which we will put on our books free of charge.

Properties to be let must be furnished or semi-furnished:

- A semi-furnished property is at least fitted with floor covering (parquet or carpet), drapes or curtains, ceiling lighting, kitchen appliances and preferably also a washing-machine and drier
- As the word suggests, a furnished property is furthermore completely furnished and has linen, cooking and eating utensils in addition to the above.

Rents are usually exclusive of the costs of gas, water, electricity, cable, telephone and other charges. (In Amsterdam, water charges are usually included in the basic rent, as Amsterdam has no separate water meters.) If the property is an 'apartment' in a complex of apartments, we always advise landlords to include service charges in the rent and not to charge the tenant for these separately (as it is you, as landlord/owner, who has an obligation vis-à-vis the association of owners).

Relocation Advisers B.V. can help you find a suitable tenant for your property. Once we've found one, and have agreed on the rent, we arrange for a lease agreement to be drawn up, if desired, together with an English translation. The tenant always receives an English translation.

We will ensure that the tenant has paid one month's rent and the deposit before the keys are handed over. The property is then inspected, preferably in the presence of the landlord, the tenant and one of our staff. In this 'incheck', we take stock of the state of the property and if furnished, check the list of contents. If your property is being let furnished, we advise you to draw up an inventory of the most important items.

At the end of the lease agreement, or if the tenant gives notice before the agreement terminates, there will be an 'outcheck', to again check the state of the property and the contents. Relocation Advisers will mediate in the event of any conflict or dispute.

If you desire, we will put your property on the market again two months before the lease agreement expires.

We once charge a commission of 8% over the total rent payable in the first year. We charge the commission per term of tenancy that is agreed with. This commission is for one lease agreement and is exclusive of VAT. We charge a minimum of € 175,00 excluding VAT for drawing up the lease agreement and € 175,00 excluding VAT for making an inventory on your behalf. We also wish to point out that you are required to pay commission only over the period in which you should have been paid rent.

For the sake of good order, we should point out that we cannot assist you if you wish to sub-let rented property.

Please use the following form to indicate the kind of property you wish to let, so that we can contact you to discuss your options in a one-to-one meeting.