



The Letting Process



This is a detailed step by step description of the process involved when letting a property. When you give Amstel Property Agency an assignment to rent out your property you will be guided throughout the whole process from beginning to end.

The first appointment

At the initial stage one of our consultants will make an appointment with you to take a look at the property and take the letting process through with you in detail. There will be photos taken and the property details will be recorded and stored in a dossier. If necessary measurements will also be taken. We will also take the time to draw up a marketing strategy with you and together we will determine a suitable rental price for the property.

Marketing After recording all the necessary information and consulting with you we can advertise the property on Funda, Pararius and on our website www.amstel-property.com. The property will be advertised with photos and a detailed description both in Dutch and in English. Your property will not only be visible to visitors to our website but also to our registered clients who will be actively searching for accommodation.

Match If you submit a property through our website all data submitted is verified before the property is advertised on the website or shown to our clients. For this purpose one of our consultants will contact you to take everything through. Afterwards a match will be made with one

or more clients. This match will be made on the basis of a number of factors such as the rent, location and specific characteristics of the property. One of our consultants will contact these clients to make appointments for viewings.

Viewings Viewings always take place under the accompaniment of one of our consultants. If you provide a key to the property we will keep you informed about the viewings and give you any feedback which we may receive from clients. You will be kept up to date on the outcome of every viewing.

Screening If a client is clearly interested in renting the property, the client is requested to sign a Letter of Intent and accept the conditions under which the property is being rented. The Letter of Intent provides more certainty for both you and the client. When the client has signed the Letter of Intent he/she will be asked to submit the following papers-

For private individuals- passport/ID or driver's license - an employment agreement or deputation letter – the three most recent salary slips – if necessary bank statements showing salary payments.

For students: - passport/ID or driver's license - scholarship excerpt - guarantee signed by parents/guardian - statement of good behavior from previous landlord – proof of registration at college/university

For entrepreneurs or businesses – passport/ID of person that is authorized to sign - excerpt from the Chamber of Commerce - annual report or accountant's statement for the last two to three years – passport/ID or driver's license from the tenant(s).

A screening will also be carried out to determine the credit worthiness of a particular candidate and also to check whether the candidate was ever declared bankrupt. This also applies to entrepreneurs and owners of small or medium sized businesses.

These papers will be presented to you and you can then decide whether you wish to rent the property to the applicant.

Rental agreement Amstel Property Agency can draw up a rental contract for you or you may provide your own contract. We use a standard rental contract but we can also draw up a contract which suits your own preferences. You may also specify unique conditions which you would also like to include. This rental contract will be presented to both you and the tenant. Any further queries regarding the contract will be discussed openly. When both parties have reached an agreement the rental contract is signed. Once the rent and deposit has been paid an appointment will be made for the handover of the keys and the property to the tenant.

The Transfer Together with you we will make arrangements for the transfer of the property to the tenant. We do this as follows: we make an inspection and an inventory of the condition of the property and its furnishings. At the end of the rental period this inspection is repeated and a second inventory is drawn up to compare the differences to determine whether there have been significant changes in the state of the property during the time it was occupied. These inspections are only carried out in your presence or in the presence of a representative chosen by you. Either you or your representative determines the standards against which the condition of the property is measured. If a consultant from Amstel Property Agency carries out the inspection you must first agree with the way this is being carried out and agree with the final assessment. It is always advisable to carry out an inspection before the tenant occupies the property.

After the hand over In principal tenant affairs fall under the responsibility of the landlord after the rental contract has been signed. From experience however we know that both landlord and tenant will come forward with some questions. Usually these questions concern subscriptions for gas, electricity, water, TV and Internet connections. We can assist in these matters but as time goes on the tenant will also have questions concerning other serious issues such as the maintenance of the property. In such a case we can offer to take over the management of your property. This management can take on different forms- it can be limited to just collecting the rent but we can also help out with small repairs. If you are interested in finding out more about the possibilities you can contact our office for more information. Our consultants can discuss the different options with you and help you determine what is best suitable for you. Of course we would always appreciate any feedback or tips on how we can improve our services.

Letting furnished accommodation When letting furnished accommodation a lot more issues have to be considered. In the first place our clients expect to move into a furnished apartment in which everything is provided for so that they can enter with just their suitcase. The apartment must be completely furnished with good quality modern furniture. Do not leave too many personal items in the apartment. It is important for the apartment to have a fresh attractive appearance. Moreover the apartment must have the following provisions: crockery, cutlery, pots, pans, kitchen utensils, bed linen, bathroom towels and electrical appliances such as an oven, griddle, microwave oven, fridge freezer, wash machine/dryer, TV and DVD player. You must remember that there is a lot of competition in the furnished rental sector and that your apartment must stand out. Make sure that the apartment is spotless and is completely furnished. If required you can ask one of our consultants to draw up an inventory list of everything in the apartment. This list is checked at the beginning and at the end of the rental period. In this manner you can check whether any items have disappeared or have been damaged. If you have any questions concerning the furnishing of your apartment you can contact one of our consultants for advice.

