

PREPARING TO SELL

Ready to sell your apartment

A step-by-step guide that walks you calmly through the preparation.

Hi,

Great that we're getting started together on the sale of your home. There's a lot coming your way, I understand that well. The good news is that a successful sale always starts with good preparation. Once that's in place, the rest goes a lot more smoothly.

Below you'll find, step by step, everything that's needed. The accompanying documents are on our website, in the same order as this overview. That way you can work through everything at your own pace.

Can't quite figure something out, or would you rather go through it over the phone? Let me know and I'll give you a call.

In short

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|--|---|
| 1 Fill in the forms in Eerlijk Bieden | 5 Photography and presentation |
| 2 Arrange the brokerage agreement | 6 Provide documents (VvE, measurement report, energy label) |
| 3 Information about neighbours and neighbourhood | 7 Copy of your ID |
| 4 Information about renovation and maintenance | 8 Practical matters: keys, sign and neighbours |

1 Eerlijk Bieden (online portal)

Alongside this email, you'll receive an invitation from Eerlijk Bieden. This is the portal where you can easily fill in the following forms:

- Questionnaire part A **not shared with viewers**
- Questionnaire part B **shared with viewers**
- VvE checklist (Owners' Association) **shared with viewers**
- List of fixtures & fittings **shared with viewers**

Questionnaire part B

This is an important part of your duty to disclose. It's a long list, but try to fill it in as completely as possible. Not sure about an answer? Then you may skip that question. I always go through the list with you afterwards and check it.

List of fixtures & fittings

Here you indicate which items stay behind, can be taken over, or go with you. Everything fixed in or to the home, such as the kitchen, floors, built-in lighting and central-heating boiler, stays behind by default and is part of the purchase price. Not sure yet what you want to leave behind? Then choose 'can be taken over'.

VvE checklist

When selling an apartment, the Owners' Association (VvE) is an important element. With this checklist, viewers get a clear picture of the association at a glance.

The Eerlijk Bieden portal

As soon as viewers have scheduled a viewing, they get access to the portal. It holds all the documents we've prepared, and it's also where they submit their bids later. Handy: you get an instant notification of every bid.

2 Brokerage agreement

You'll find the brokerage agreement in the first block on the website. Could you let me know whether you agree? Fill in your details and email the agreement to info@makelaarinamsterdam.nl. I'll complete it with the correct details and then set it up for digital signing.

The agreement has a few options. You'll find an explanation of them in the 'Toelichting op de opties' (Explanation of the options) block on the website.

Good to know: we can only start on the photos and measuring your home once the agreement has been signed.

3 Information about neighbours and neighbourhood

Buyers place a lot of value on information about the neighbours, the neighbourhood and what you yourself love about your home. Would you fill in and upload this form? I'll then share it with the viewers.

4 Information about renovation and maintenance

Just like when buying a car, buyers like to see the maintenance history of your home. Have you carried out maintenance or made improvements in recent years? Then fill this in on the form. I'll share this with the viewers too.

5 Photography and presentation

To make your home Funda-ready, we're happy to help.

If you'd like, I can give you access to Studio Nan's portal. She takes you through, in detail:

- decluttering
- presenting your home at its best
- getting ready for the viewings

You'll find more information via [this link](#). The investment for this portal is €55 and I can tell you from experience that it's well worth it.

Not interested? Then I'll gladly point you to the 'Checklist fotoreportage' (Photo shoot checklist) block.

As soon as your home is ready for the photos, Hadewij will come by. During the photo session she takes professional photos, a virtual tour and a video. Count on roughly 2 to 3 hours.

6 Providing documents

VvE documents (Owners' Association)

From the Owners' Association (VvE) I need the following documents:

- minutes of the last two meetings
- the recent budget
- the annual accounts for the past financial year
- an overview or screenshot of the VvE contribution
- an overview or screenshot of the share in the reserve fund
- the multi-year maintenance plan (MJOP)
- the internal regulations (if available)
- the buildings insurance policy
- any other relevant documents or decisions taken

Tip: is there an online portal for the association? Feel free to send me the login details, then I'll download the documents myself.

Measurement report and floor plan

For the sale we need a measurement report and the floor plans. Do you still have these? Then I'd be glad to receive them. Are they gone? No problem, we'll arrange that for you.

Energy label

A valid energy label is mandatory and must be in place as soon as your home goes on Funda.

- Already have a label? Then I'd be glad to receive the PDF file.
- Is there a label, but you can't find it anymore? Download it via www.mijnoverheid.nl.
- No label yet? You can easily request one via www.enervise.nl or www.labelenlens.nl. Another company is fine too, of course.

7 Copy of your ID

I'd be glad to receive a copy or scan of your ID. You can send it by email or WhatsApp. I'll store it GDPR-securely in our file.

8 Practical matters

Keys

It's handy to give a set of keys to me or Hadewij during the photo session. That way we're immediately ready for the viewings. Keys to the storage unit or meter cupboard you can simply leave in the home.

For-sale sign

Would you like a for-sale sign? Let me know before the photo shoot or the intake appointment. That saves us an extra trip.

Informing the neighbours

It's nice to let your neighbours know in advance that viewings will be taking place.

As you can see, it's quite a list of preparations. Not sure where to start? Feel free to call, email or message us, we're happy to help.

Good luck with the preparations, and thanks in advance!

Kind regards,

Team Makelaar in Amsterdam

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