



RENTAL PROCEDURE

- **Proposal**

As soon as you agree to rent an apartment, you will receive a proposal by e-mail. If this offer meets your requirements, we can book the apartment for you.

- **Lease**

Once we have received your confirmation, we will ask you to provide us with your personal and/or company details to allow us to draw up the lease. Those details include a copy of your passport, your address, e-mail address, cell phone number etc. This lease has to be signed by a representative or by the tenant. We normally prepare 4 copies to be signed.

- **Security Deposit**

You will be asked to pay a security deposit equaling the amount of two times the monthly rental price to cover any damage being done to the apartment throughout the rental period.

- **Insurances**

An insurance required by law when renting a property is the tenant's liability home insurance which is an all risk insurance covering: fire and water damage and glass breakage. In certain cases the owner of the property has included the tenant's liability into his insurance contract with a "weaver of responsibility" and will charge this with the common charges. Other optional coverage can be taken like an insurance for your personal belongings, theft insurance/burglary damages, house employee, legal advice, travel insurance, etc.

- **Monthly Rent**

Upon signing the lease, we will ask you to pay the first month's rent plus the two months' security deposit at once to complete the rent.

- **Terms of Payment**

No cash payments are accepted. It is best to make a wire transfer to the

account of the landlord. The IBAN and BIC codes of the landlord are stated on the lease.

- **Retrieving Keys**

Once all payments have been made, we will hand you the keys.

- **Check-In**

Prior to moving into the apartment, its condition is checked. This is done during a survey. The current state and any existing damage are noted down in a detailed report, which typically includes photographs of the most important items. Both the owner and the tenant must have a signed copy, making it binding upon both parties and avoiding any discussion at the end in the event of any damage being detected.

- **During Your Stay**

You are advised as a tenant to carefully read the « Obligations of the Tenant » (refer to USEFUL INFO on this website: Obligations of the Tenant)

- **Check-Out**

The exit survey is usually done once the apartment has been vacated, cleaned and after the necessary repairs have been made and the necessary maintenance has been done, which are the responsibility of the tenant. After checking out, you are obliged to hand in the keys. You will be asked to pay for final cleaning and any damage at the end of the lease.

- **Inventory List**

Either you will have the report of the expert who carried out the survey, or you will receive an inventory list from the landlord. Have a look on this website (USEFUL INFO: Inventory list of a furnished apartment).