



How do we proceed when we get your property portfolio?

During our first meeting, we will discuss what exactly is important to you, as well as touching on several key issues. Therefore, the working method of COSY A HOUSE will be explained in detail.

- Our "rental order" lays down our arrangements and is signed by both parties.
- We take photographs of your property or obtain them from you.

Together we check whether you have the necessary documents and request the following useful information:

- Your ID+ proof of ownership + address + e-mail + cell phone no.
- EPC Energy Performance Certificate (valid for 10 years)
- Breakdown of general costs, utilities consumption, internet, TV, garage, water, cleaning, ...
- Plan of the property, photographs, ...
- Internal regulations, manuals, garbage pick-up days, garbage sorting, ...
- Rental period
- Your bank account details, including IBAN and BIC code
- Fire and water insurance (building insurance policy)
- Inventory of fixtures: name of expert + report, if any
- Cleaning service, who, how many hours, when etc.
- Contact details of the janitor
- Parking garage, keys, code, entrance ...
- Keys
- Remote control

- A COSY HOUSE will disclose the description of your property through its own website www.acosyhouse.be, through IMMOWEB and through its own personalized database.
- We will put up a publicity sign with your consent.
- If the property is still occupied, visits will be made in consultation. You will be kept informed of the latest developments on a regular basis.
- The first month's rent will be paid by the tenant upon signature of the lease. The keys will be handed over only if the total amount of the security deposit has been paid. The request to take out tenant's liability insurance is made upon signature.
- After all formalities have been complied with, A COSY HOUSE will send its invoice.