

Step by step guide to letting property

When you submit a request to Amstel Property Agency to rent out your property a consultant will make an appointment with you to take some measurements and photos of the property. The recorded information is stored on file and is used to determine the appropriate monthly rent.

Marketing

After recording all the necessary information and consulting with you we can advertise the property on our website www.amstel-property.com. On our website 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. Naturally there will also be visitors to our website who may wish to view the property. These will also be offered the opportunity to determine whether the property is suitable for them.

Viewing

Viewings always take place under the accompaniment of one of our consultants. If you provide a key to the property we will not inform of you of every viewing we do unless you expressly wish to be present at each viewing. If the property is occupied by tenants viewings will be arranged after consulting with you and the tenants. If you do not provide a key viewings will be arranged with you at least a day in advance if possible. The advantage of providing a key however is that viewings can be arranged very quickly for interested 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 confirmation statement and accept the conditions under which the property is being rented. This confirmation statement provides more certainty for both you and the client. When the client has signed the confirmation statement he/she will be asked to submit the following papers-

- employer's certificate
- copy of passport or driver's license
- most recent salary slip

For students:

- scholarship excerpt
- guarantee signed by parents/guardian
- statement of good behavior from previous landlord
- excerpt from the Register of Births

For entrepreneurs or companies

- copy of passport of person that is authorized to sign
- excerpt from the Chamber of Commerce
- annual report or accountant's statement
- copy of valid identification papers of the tenant(s)

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 that 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 and the rental contract is signed, the key will be handed over to the tenant.

Hand over

Generally speaking you will make your own arrangements to hand over the property to the tenant. However we can also arrange this for you if wished. 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 the gas, electricity, water and cable 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.

Renting furnished accommodation

When renting 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.