

## PROPERTY MANAGEMENT CONTRACT

Undersigned:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
City \_\_\_\_\_  
Country \_\_\_\_\_  
Phone \_\_\_\_\_  
E-mail \_\_\_\_\_  
IBAN \_\_\_\_\_  
SWIFT \_\_\_\_\_

Hereafter referred to as 'Property Owner'

And:

**De BeheerCompagnie B.V.**  
Timorplein 52  
1094 CC Amsterdam  
The Netherlands

Represented by its director Mr M.T. Meijer and hereafter referred to as 'Property Manager'

Agree as follow:

1. The Property Owner grants the commission to manage his / her property:

Address \_\_\_\_\_  
Postcode \_\_\_\_\_  
City \_\_\_\_\_

2. The Property Manager will manage the property starting:

Date \_\_\_\_\_

3. The property owner may terminate this contract in writing (by letter or e-mail) in accordance with the notice period of two calendar months.

**De BeheerCompagnie B.V.**

Timorplein 52 info@debeheercompagnie.nl  
1094 CC Amsterdam www.debeheercompagnie.nl  
+31 (0)20 – 880 11 62 CoC 53.04.87.09 VAT (BTW) NL.8507.23.358.B01  
Bank account NL 97 RABO 03 14 77 42 70  
Bank account rental payments NL 42 RABO 01 33 80 00 32

4. The property management tasks and fees are (please mark):

**Administrative and financial property management**

- Tenancy contract (separate fee on hourly basis)
- Rental payments and deposit
- Check-in tenant: based on a check in report and pictures the state of the property will be registered at the start of the tenancy
- Administration of the property during the tenancy
- Administration of the tenancy. Debt collection in case the rent hasn't been received on the first of the month. Calculation of utility costs and charges between tenant and owner. Yearly adjustment of the rent to inflation. Direct action when a tenancy ends avoiding vacancy
- Contact person for both tenant and owner
- Check-out tenant: based on a checkout report the state of the property will be compared with the state at the start of the tenancy. Calculation of the return of the deposit minus eventually costs
- Financial report of the administration of the property and tenancy  
*Fee 5% of the total monthly rent, minimum € 60,- per month*

**Technical property management**

- Prepare the property for a rent out, like cleaning or maintenance jobs
- During a tenancy: repair and maintenance jobs. For each issue the responsibility between tenant and owner will be determined and a quote will be provided first
- Direct action when needed. We are available 24/7 for emergencies  
*Fee 4% of the total monthly rent, minimum € 50,- per month. This fee covers the coordination of these tasks. Labor and material costs will be charged separately.*

**Full property management (administrative, financial and technical management)**

Tasks: as mentioned above at: 'Administrative and financial property management' and 'Technical property management'  
*Fee 6% of the total monthly rent, minimum € 70,- per month*

*All fees are excluded VAT*

5. The Property Owner must inform the Property Manager on all matters relevant to the property.
6. The Property owner declares he/ she is the owner of the Property.
7. The Property Owner takes care the property possesses the permits required by the municipality.
8. The Property Manager performs professional property management and will keep the Property Owner informed about all matters relevant to the property.

Agreed:

\_\_\_\_\_  
Signature Property Owner

\_\_\_\_\_  
Date

Attachment: Property registration form

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