

Service Sheet

VENDORS



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SERVICES WE PROVIDE FOR THE VENDORS OF A PROPERTY

Valuation

Advising on legal and tax implications of the property sale

Research of asking prices for comparable properties currently offered on the market

Finding out the sale prices of recently sold comparable properties

Target group analysis

Procurement of comprehensive documentation required to complete the sale:

Building and fixtures specifications
(when available)

Completion certificate
(formerly occupancy permit)

Maintenance charge prepayments
(as invoiced by the property management
company or the municipal authorities)

Annual maintenance cost statement for the
previous year

Inspection report for electric installations

Energy performance certificate

Inspection report on the common areas of the

building

Land registry extract (right of first refusal,
easements and encumbrances)

Floor plan

Inventory

Utility value appraisal (for ownership)

Minutes of the most recent owners' meetings

Repair fund (for apartment buildings)

Preview for the current calendar year
(for apartments)

Apartment ownership agreement
(for apartments)

Procurement of comprehensive relevant documentation from the competent authorities

Procurement of all required documentation from the building management company

Drafting of a detailed property description to include local area infrastructure

Professional photographs

Recommendation of improvements to increase the property's attraction (minor repair work, redecoration, home staging, etc.)

Advertising on our website

Contacting our registered clients to alert them to the new listing

Listing on all relevant real estate platforms

Advertising in print media

On-site advertising

Viewing appointments in line with client preferences (also on weekends)

Regular reports to the client on marketing activities, number of viewings, and feedback from prospective buyers

Preparation of a formal purchase offer to include all relevant points that will later be included in the purchase contract

Support during price negotiations

Support checking the purchase contract (together with your lawyers)

Coordinating the date of the purchase agreement completion among all parties

Accompanying the client to the purchase completion (if in or near Vienna)

Drafting the handover protocol

Handing over the property to the buyer

Registration with the utility companies (gas and electricity)

Supervision of workers (fee to be negotiated separately)

Compilation of cost estimates for improvement work (fee to be negotiated separately)

Together we will determine what we can do for you and you will decide to what extent you wish to use our services.

We'll pull together a fair, attractive package within the required legal framework.

All other commissioned services will be separately billed.

We'll be happy to discuss your needs and expectations in a personal meeting.

Your team at Elisabeth Rohr Real Estate