

Service Sheet

LESSORS



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WHAT WE CAN DO FOR YOU IF YOU'RE A LANDLORD

Rent assessment (in line with the existing legal framework)

Advising on tax implications (together with your tax advisor)

Researching rentals for comparable properties currently offered on the market

Target group analysis

Compilation of comprehensive documentation required for renting:

Completion certificate
(formerly occupancy permit)

Maintenance prepayments
(invoices to be sent to tenant)

Energy performance certificate

Inspection report for electric installations

Floor plan

Inventory

Draft lease agreement (if available)

Procurement of comprehensive documentation from the building management company and competent authorities

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, painting, home staging, etc.)

Advertising the property on our website and all relevant real estate platforms

Advertising the property 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 tenants

Drafting of a rental proposal for the parties to sign (including all points to be included in the rental contract)

Checking the tenant's credit rating

Support in drawing up the lease contract in cooperation with the building management company or your lawyer

Coordinating the signing of the lease agreement among the parties

Accompanying the client to the signing of the lease agreement (if in or near Vienna)

Drafting a handover protocol

Handover of the property to the tenant

Registration with the utility companies (gas and electricity)

Supervision of workers (fee to be negotiated separately)

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

Taking over the apartment from the tenant at the end of the lease term

Handover of the property to new tenants

Filling out of the residence registration form (Meldezettel) for the tenant (legal requirement in Austria)

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