

CONFIRMATION OF INSTRUCTIONS TO PROVIDE SERVICES TO A PERSON SEEKING A HOUSE

Dear Sir, Madam,

We hereby confirm your instruction to provide services.

You have instructed us to search accommodation for us and/or to act as an intermediary in the formation of a lease for the residential space of your choice.

We will perform the following activities for you

Search instruction:

- providing general information about the options to find a house, the local housing market, the housing permit, rent allowance, tenancy protection, rents, registration in the municipal personal records database;
- to identify and list your housing requirements/search profile;
- to search for suitable residential space based on your housing requirements/search profile;
- to organise one or more viewings for you and provide information on one or more houses;
- to evaluate viewings with you.

Once you have made a choice for a particular residential space, we will record this in writing in a declaration of intent to be signed by you, after which the search phase will end. You will then pay us an advance on the brokerage fee owing in the event a lease is formed. The advance is based on the lessor's letting supply; it will be returned to you if no lease should be agreed after all. After receipt of the advance we will start our work.

Instructions for service:

- to compose a full dossier about you and recommending you based on that as a candidate to potential lessor(s) and to make efforts to ensure that he will grant you the relevant house;
- to negotiate on your behalf with potential lessor(s) about the contents of the lease;
- to bring about a written lease and ensure the signing of the lease by both parties;
- to provide information on and an explanation of the lease;

Other activities:

- ensuring that the first payment to the lessor is made on time.
- organising the transfer of the house by the lessor to you;
- drawing up a proper inspection report (with photographs) in triplicate (including taking meter readings, checking the inventory, identifying defects);
- ensuring that the lessor performs his obligations at the start of the lease;
- providing support on: maintenance contracts
- providing support on: telephone and internet connections and connections to mains services;
- acting as first point of assistance for you during the lease.

In the performance of all our activities we will exclusively look after your interests, and not those of the (potential) lessor. His interests will be dealt with by himself or another estate agent.

We will never represent both the (potential) lessor of a residential space and you in the formation of a lease for this residential space. We wish to point out that we present the supply of available rented houses on various media, including the websites of the estate agent's or third parties, such as Pararius, and that you do not owe a brokerage fee if a lease is formed for such a residential space.

If agreement has been reached on a lease with the lessor, we will confirm this to you by sending you a rent confirmation form for you to sign and we will charge you a (brokerage) fee for our activities. This fee is equal to a month's gross rent in accordance with the lease to be concluded, plus 21% VAT, is payable within 14 days after the invoice date and will be offset against the advance you (may) have paid us.

Our service is subject to the Terms and Conditions of Service which we hereby send you.

We request that you confirm the correctness of this email message to us immediately, or inform us of any inaccuracies or incompleteness.

Yours sincerely,

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