

Annual rental guide

FRENCH ALPS

BO IMMOBILIER

PROPERTIES & MOUNTAIN CULTURE

Are you a property owner looking to rent out your property on a yearly basis?

LET US TAKE CARE OF THE MANAGEMENT FOR YOU; WE ARE HERE TO SUPPORT YOU.

This page details the necessary documents and rules to follow in order **to rent out your apartment or chalet on a yearly basis.** You will also find information about our services and **our management fees.**



DOCUMENTS THAT MUST BE PROVIDED AS THE OWNER OF A PROPERTY RENTED ON A YEARLY BASIS

- Photo ID
- Bank details
- Certificate or title deed (copy of the first four pages)
- Co-ownership regulations or internal regulations, if applicable
- Copy of the latest adjustment of co-ownership charges specifying the contact details of the property manager and the annual amount of recoverable charges (rental)
- Certificate of non-occupant owner insurance (or landlord insurance)
- Copy of the latest property tax bill (if available).
- Special tax regime

MANDATORY TECHNICAL DIAGNOSTICS

- Energy performance diagnosis (**DPE**)
- **Certificate of living space** (Boutin measurement)
- **Asbestos** in private and common areas (if the building permit was filed before 1 July 1997)
- **Lead** risk report (if built before 1949)
- Risk and Soil Information Servitude Report (**ESRIS**), formerly ERNMT
- Condition of the interior **electrical installation** (if over 15 years old)
- Condition of the interior **gas installation** (if over 15 years old)

If you do not have these documents, **the agency can assist you with the process** and put you in touch with the relevant professional

THE PROPOSED ACCOMMODATION MUST BE DECENT IN ACCORDANCE WITH THE LAW

Excerpt from the official website service-public.fr:

*The accommodation provided to a tenant must be decent. Decent accommodation meets five criteria: **minimum surface area and energy performance**, no risks to the tenant's safety and health, no pests or parasites, and the provision of certain facilities.*

You can find the full text on the website: **service-public.fr**

IF THE PROPERTY IS ALREADY RENTED

- **Copy of the current lease**
- Copy of the move-in inventory
- Tenant account statement or **rental status report**
- Tenant file with contact details
- **Valid tenant insurance certificate**
- Annual boiler maintenance certificate, if applicable



OUR SERVICES FOR RENTING YOUR PROPERTY

Viewing

Appointment with an advisor and presentation of your property to solvent tenants. **Each viewing is accompanied by an agency representative.**

Compilation of the prospective tenant's file

- Receipt of the various supporting documents required to complete the file
- Review and verification of creditworthiness (income, employment)

Drafting of the rental agreement

- Drafting of the lease, in compliance with regulations (energy performance certificate, asbestos survey, natural and technological risk assessment)
- **Signing of the rental agreement by the tenants and any joint guarantors**
- Collection of various rental-related payments: administrative fees, security deposit, first month's rent

Initial inventory

- Drafting and signing of an **initial inventory drawn up jointly by both parties**
- Handover of keys in exchange for comprehensive **home insurance certificate**

Final inventory

- Carried out thoroughly, with your best interests in mind

Rent management

- **Collect rent, charges, security deposits** (which remain in the agent's possession), occupancy and insurance allowances, and provisions
- Issue receipts.
- Making all payments, in particular paying co-ownership charges, paying any taxes and duties due at the express request of the principal, and recovering them from tenants where applicable
- Reviewing rents
- **Paying you the rent and drawing up the management accounts**
- Establishing service charge adjustments
- Pre-declarations of property income

Management of unpaid rent

- A : In the event of non-payment by the tenant, management of the dispute on your behalf and initiation of legal proceedings if necessary
- B : Option to take out Unpaid Rent Guarantee insurance, which covers rent, charges and legal costs

OUR FEES

		Amount payable by the owner (incl. VAT)	Amount payable by the tenant (incl. VAT)
PREMISES FOR RESIDENTIAL USE Price per square metre of living space	Visit, file preparation & lease drafting	€8.00 per square metre	€8.00 per square metre
	Inventory report	€3.00 per square metre	€3.00 per square metre
GARAGE & PARKING	File creation & lease drafting	€120.00	€120.00
SERVICES	Fees for day-to-day management	10% excluding VAT of rents	€0.00
	Drafting of all grant applications	€180.00	
	Assistance in obtaining technical documents (DEP, CARREZ, asbestos, gas, electricity, etc.)	€40.00	
	Assistance with preparing property income tax returns	€60.00	

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SALES - PROPERTY MANAGEMENT - CONCIERGE SERVICES - HOME DESIGN

CHÂTEL

Sales:
12 route du centre, 74390 Châtel | vente@bo-immobilier.immo

Rentals & concierge services:
354 route de Vonnes, 74390 Châtel | location@bo-immobilier.immo

ANNECY

Sales, rentals & concierge services:
2 rue Joseph Blanc, 74000 Annecy | annecy@bo-immobilier.immo

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