

## Questionnaire concerning the sale of an apartment including the Owners' association (VvE) checklist

If you think it necessary, you can provide further information either at the end of the questionnaire or in the text. If you are in doubt about how to answer something, or if you do not understand a question, just put a question mark beside it. Please then contact the agent as soon as possible. Just cross out a question if it is not relevant. A copy of the questionnaire is given to the buyer. In addition, a copy of the questionnaire is normally attached to the sales contract as an attachment.

### Purpose of questionnaire

The questionnaire provides shape, content and structure to the seller's duty of disclosure. The duty of disclosure goes no further than sharing what you as the seller know about the house at the time of completing the contract. The questionnaire is not intended to provide guarantees and is of an informative nature.

Usually most of the questions in the questionnaire can be answered with 'yes', 'no' or 'not known'. The open-ended questions feature a text box. Here you can formulate your own answer. If you cannot answer the question, please indicate that the answer is not known to you.

### Apartment details:

Address of the property to be sold:  
Lichtstraat 97, 5611 Eindhoven

### 1. Additional information

- a. After taking possession of the apartment were any other, additional notarial or private documents drawn up with regard to it?  yes  no  
If so, which?
- b. Have any verbal or written agreements been made concerning the neighbouring plots (e.g. *this could be any arrangements for the use of an entrance/gate, shed, garage, garden, agreements with commitments from several neighbours, boundary partitions*)?  not known  yes  no  
If so, what are they?
- c. Does the existing site fencing differ from the land registry property boundaries (e.g. *this could be any arrangements for the use of an entrance/gate, shed, garage, garden, agreements with commitments from several neighbours, boundary partitions*)?  not known  yes  no  
If so, what sort of deviation is it?
- d. Is part of your apartment, shed, garage or fence built on ground belonging to the neighbours, or vice versa?  not known  yes  no  
If so, please give further explanation:
- e. Are you using ground belonging to a third party?  not known  yes  no  
If so, which ground?

- f. As far as you know, is the apartment affected by 'special burdens and restrictions'?  yes  no  
(*'special burdens and restrictions' can be private law restrictions such as (guiding) easements (e.g., a right of way), qualitative obligations, chain clauses, usufruct, preemptive rights (for example, a first right of purchase), building rights, leasehold, lease purchase. It may also concern public law restrictions such as a notice from the municipality regarding illegal alterations*)  
If so, which?
- g. Does the Municipal preferential rights Act apply?  yes  no
- h. Does an anti-speculation clause or a self-occupancy obligation apply to the apartment?  yes  no  
If so, for how much longer?
- i. Does urban or village conservation apply or is a procedure for such currently under way?  yes  no  
Does municipal, provincial or nation listed building status apply or is a procedure for such currently under way?  yes  no  
According to the zoning plan is it a visually prominent or characteristic building?  yes  no
- j. Is there, or has there been land consolidation?  yes  no  
If so, do you have to pay land consolidation interest for this?  yes  no  
If so, how much and for how long?  
Amount: €  
Duration:
- k. Is there a question of compulsory purchase?  yes  no
- l. Is the apartment or the ground either wholly or partially rented out or used by others?  yes  no  
If so:  
- - is there a rental agreement/contract for use?  yes  no  
  
If there is no contract or agreement, describe below what was agreed (verbally) with the tenant/user:  
  
Which part is rented out?  
  
Which parts are shared?  
  
Which objects are the tenant's and what can he remove when leaving (e.g. *water heater, kitchen, lamps*)?  
  
Did the tenant pay a deposit?  yes  no  
If so, how much? €  
Have any other agreements been made with the tenants?  yes  no  
If so, which?

- m. Does the used storage space (or another space such as a garage and/or parking space) also belong to the apartment according to the division deed and the division plan (*It regularly happens that a used storage space/garage/parking space is not the storage space that belongs to the apartment according to the division deed and the division plan. People exchanged storage spaces for whatever reason. It is important to sell the storage space/garage/parking space that belongs to the apartment according to the division deed and the division plan*)?  n/a  yes  no
- n. Is there currently a dispute or procedure under way concerning the apartment, whether or not via the courts, rent assessment committee or another institution (*e.g. compulsory purchase/issues with neighbours, such as easements, rights of way, boundaries, etc.*)?  yes  no  
If so, what are they?
- o. Has an objection been made against the WOZ (Immovable/ Real Property Tax Act) value assessment?  yes  no  
If so, please explain:
- p. Have improvements or repairs been proposed or announced by the government or utility companies that have not yet been completed as promised?  yes  no  
If so, which?
- q. Have subsidies or payments been provided in the past that can be reclaimed when selling the apartment?  yes  no  
If so, which?
- r. Has the apartment been declared uninhabitable or was it ever declared uninhabitable in the past?  yes  no  
If so, why?
- s. Has VAT to be paid on the sale (*e.g. because it was formally a commercial property, or the apartment included a practice or because you have made substantial alterations*)?  yes  no  
If so, why?
- t. How do you presently use the apartment (*e.g. as a home, practice, shop, storage area*)?  
Bewoning
- Is this use permitted in compliance with the deeds of division?  yes  no  
Is this use permitted according to the municipality?  yes  no  
If not, has the municipality ever raised this conflicting usage with you?  yes  no  
How did the municipality raise this conflicting usage with you?

## 2. Outer walls

- a. Does or did the apartment have dampness penetration or permanent damp patches on the walls?  yes  no  
If so, where?
- b. Are there (repaired) cracks / damage in/on the façades of the apartment?  yes  no  
If so, where?
- c. Were the walls insulated during construction?  not known  yes  no  
If not, were the walls (partly) insulated afterwards?  not known  yes  no  
If yes, when did the insulation of the walls take place and with what insulation material?
- Do you have a certificate or proof of post-insulation?  yes  no  
Is there comprehensive insulation?  not known  yes  no  
If not, which parts have not been insulated?
- d. Have the outer walls of the apartment ever been cleaned?  not known  yes  no  
If so, what method of cleaning was applied?

### 3. Roof(s)

- a. How old are the roofs of the apartment complex approximately?  
Flat roofs: 2003  
Miscellaneous roofs:  not known
- b. Does the roof leak, or have there been leakages?  yes  no  
If so, where?
- c. Have defects in the roof construction of the apartment been identified in the past, such as lopsided, sagging, creaking, damaged and/or eroded parts of the roof?  yes  no  
If so, where?
- d. Has the roof of the apartment complex ever been fully or partially replaced or repaired?  yes  no  
If so, which part and why?
- e. Was the roof of the apartment complex insulated during construction?  
Flat roofs:  not known  yes  no  
Other roofs:  not known  yes  no  
If not, was the roof insulated afterwards?  
Flat roofs:  not known  yes  no  
Other roofs:  not known  yes  no  
If yes, when did the insulation take place and with what insulation material?
- Do you have a certificate or proof of post-insulation?  yes  no

Is there comprehensive insulation?

Flat roofs:  not known  yes  no

Other roofs:  not known  yes  no

If not, which parts have not been insulated?

f. Are the rainwater drains on the apartment blocked or leaking?  yes  no

If so, please explain:

g. Are the roof gutters blocked or leaking?  yes  no

If so, please explain:

#### 4. Casings, windows and doors

a. What material are the external frames made of (e.g. wood, plastic or aluminium or another type of material)?

Kunststof

b. When was the last time that the external casings, windows and doors of the apartment were painted?  
nvt

Was this carried out by a professional painter?  yes  no

If so, who is it?

c. Do all the hinges and locks in the apartment operate properly?  yes  no

If no, please explain:

d. Are the keys available for the doors, windows, etc., that have locks?  yes  no

If not, which doors, windows, etc., do not have keys?

e. Is the apartment fitted with insulated glazing?  yes  no

If yes, what type of glass (e.g. HR, HR+, HR++ or HR+++; see the glass rebate which usually states which type of glass is fitted)?

Is the entire apartment fitted with insulated glazing?  yes  no

If not, which windows have not been insulated?

f. Is condensation apparent in the space between the two layers of glass (caused by leaks)?  yes  no

If so, where?

#### 5. Floors, ceilings and walls

a. Does the apartment have, or has it had penetrative dampness or rising damp affecting floors, ceilings, and/or walls?  yes  no

If so, where?

- b. Does the apartment have, or has it had fungal growth affecting floors, ceilings, and/or walls?  yes  no  
If so, where?
- c. Does the apartment have (repaired or hidden) cracks and/or damage in or on floors, ceilings and/or walls?  yes  no  
If so, where?
- d. Have problems in the apartment arisen in the past with the finishing (e.g. loose tiles, loose wallpaper or filler, hollow-sounding or loose plasterwork, etc.)?  yes  no  
If so, where?
- e. Are there, or have there been, defects in the floor construction of the apartment, such as lopsided, sagging, creaking, damaged and/or eroded parts of the floor?  yes  no  
If so, where?
- f. Is the floor of the apartment insulated?  not known  yes  no  
If yes, when did the insulation of the floor take place and with what insulation material?
- Do you have a certificate or proof of post-insulation?  yes  no  
Is there comprehensive insulation?  not known  yes  no  
If not, which parts have not been insulated?

## 6. Foundation, crawl space and basement

- a. Is there, or have there been defects in the foundations of the apartment?  not known  yes  no  
If so, where?
- b. Is the crawling space of the apartment accessible?  yes  no  
Is the crawling space dry?  mostly  yes  no  
If not, or mostly, explanation:
- c. Is there penetrative dampness in the cellar walls?  sometimes  yes  no  
If so or sometimes, explanation:
- d. Has the ground water level changed demonstrably over the last few years, or has there been a problem with flooding?  yes  no  
If so, did this lead to problems in the form of water in the crawling space or cellar?  n/a  yes  no  
If not, what problems did it lead to?

## 7. Equipment

- a. What kind of heating system(s) is/are present in the apartment (e.g. central heating system, heat recovery system, thermal storage system, block heating, (hybrid) heat pump, air conditioning, solar

*boiler, electric boiler, pellet stove or other system)?*

WTW systeem, CV, Airco

Is/are the system(s) owned?  yes  no

If no, explanation (*e.g. the system(s) is/are rented or leased. Also state rental/lease price*):

Brand of system(s):

Type (number) of the system(s):

Installation date of the system(s):

On what date was/were this system(s) last serviced?

Is the maintenance carried out by an approved firm?  yes  no

If so, who is it?

b. Has anything noteworthy occurred with the system(s) over the last period of time (*e.g. the central heating system has to be topped up more than once annually, or the system does not function properly*)?  yes  no

If so, what brought it to your attention?

c. Do some of the radiators not heat up?  yes  no

If so, which?

d. Do any of the radiators or water pipes leak?  yes  no

If so, which and where are they located?

e. Have any of the radiators or water pipes ever been frozen?  yes  no

If so, where?

f. Does your apartment have underfloor heating?  yes  no

If yes, is this electric underfloor heating, hot water underfloor heating or other?

electric

hot water

other, namely:

Where is the electric underfloor heating located?  n/a

Where is the underfloor heating with hot water located?  n/a

Where is the other underfloor heating located?  n/a

g. Do some of the rooms not warm up properly?  yes  no

If so, which?

- h. Does the apartment complex have solar panels?  yes  no  
When were the solar panels installed?  
Year:

What is the energy that is generated used for (*e.g. private parts of the living areas, or the shared areas*)?

- i. In what year were the chimneys and flues cleaned and swept for the last time?

- j. When did you use the chimneys for the last time?

Do the chimneys have sufficient draw?  not known  yes  no

- k. Have any parts of the electrical system been renewed (*electrical system refers to all electrical lines/switches sockets, meter box, etc.*)?  yes  no  
If so, when and which parts?

- l. Do the (technical) systems have defects?  yes  no  
If so, which?

- m. Is there a charging station available for an electric car?  yes  no  
If so, where is it located?

Will it be left behind?  to be discussed  yes  no

- n. Is there mechanical ventilation or a similar system in place?  yes  no  
If so, is this system functioning properly?  yes  no  
If no, please explain:  
When was this system last serviced?  
maart 2024  
Approximately how old is this system?  
2023

- o. Is there a home automation system or similar (*A home automation system automatically controls heating, lighting, heating, audio, ventilation, etc.*)?  yes  no  
If so, is this system functioning properly?  yes  no  
If no, please explain:  
Approximately how old is this system?

- p. Are there smoke detectors on each floor?  yes  no  
If so, approximately how old are the smoke detectors?

## 8. Toilet facilities, sewerage and kitchen



- a. Is there any damage to wash-hand basins, shower, bath, toilets, drains and taps?  yes  no  
If so, which?
- b. Approximately how old is the bathroom? 2003
- c. Do the wash-hand basins, shower, bath, toilets, drains and taps drain away properly?  yes  no  
If no, which ones?
- d. Is the apartment connected to a shared drainage system?  yes  no
- e. Does the apartment have defects in the drainage system such as breaks, problems with smells or leakages?  yes  no  
If so, which?
- f. Are there other systems such as septic tanks or cess pools?  yes  no  
If so, what is installed, and how should it be maintained?
- g. Approximately what year does the kitchen layout date from? 2003
- h. Approximately what year do the built-in appliances date from? 2003  
Are all built-in appliances functioning?  yes  no  
If not, which built-in appliance is not functioning?
- i. Do you have a boiling water tap (e.g. a Quooker tap or similar)?  yes  no  
If so, is this tap functioning properly and approximately how old is this tap?

### 9. Miscellaneous

- a. What is the year of construction of the apartment? 2003
- b. Are there any asbestos-containing materials in the apartment (e.g. asbestos tarpaulin, an asbestos board placed under and/or behind the central heating boiler, asbestos-containing insulation material around the heating pipe, asbestos-containing cord at old central heating boilers/gas stoves, asbestos corrugated sheets etc.)?  not known  yes  no  
If so, which and where about?
- c. Is there still floor covering in the apartment, either loose or fixed, that was purchased between 1955 and 1982?  not known  yes  no
- d. Does the apartment still have lead piping?  not known  yes  no  
If so, where?
- e. Is Japanese knotweed present in the (communal) garden?  not known  yes  no  
(Japanese knotweed is an exotic plant, which is difficult to remove.)

*The strong rhizomes and stems of Japanese knotweed are capable of causing damage to buildings, pipes and roads)*

- f. Have you had any leaks elsewhere (*i.e. apart from the roof/plumbing/ sewerage*)?  not known  yes  no
- g. Has the ground of the apartment complex been contaminated?  not known  yes  no  
 If so, is a survey report available?  n/a  yes  no  
 If so, has the municipality or province imposed an inspection and clean-up order?  n/a  yes  no
- h. Is there an oil tank?  not known  yes  no  
 If so, has it been cleaned up or removed?  n/a  yes  no  
 If so, where is the tank located on the property?  
 Is there a Kiwa certificate?  n/a  yes  no
- i. Is there a problem with vermin in or around the apartment (*e.g. mice, rats, cockroaches, etc.*)?  yes  no  
 If so, where?
- j. Is the apartment affected by woodworm, long-horned beetle, other vermin or fungus?  not known  yes  no  
 If so, where?  
 If so, has this already been treated?  n/a  yes  no  
 If so, when and by which firm?
- k. Is the apartment affected by concrete chloride corrosion or concrete cancer (*concrete cancer mainly occurs in crawling spaces of buildings built between 1965 and 1981 that have concrete flooring made by Kwaaitaal or Manta. Other concrete elements such as balconies can also be affected*)?  not known  yes  no  
 If so, where?
- l. Has the apartment undergone alterations or have any additions been made?  yes  no  
 If so, what sort of alterations or additions, in what year and which firm completed it?
- m. Have alterations or additions been built without the appropriate integrated environmental permit (previously building permit)?  not known  yes  no  
 If so, which?
- n. Have alterations or additions been carried out without permission from the owner's association?  not known  yes  no  
 If so, which?
- o. Is there fibreglass internet?  not known  yes  no

- p. Are you in possession of a definitive energy certificate or energy label?  yes  no  
 If so, which label?  
 A

10. Fixed costs

- a. What did you pay last time for the property tax? € 396  
 Fiscal year: 2024

- b. What is the WOZ [Immovable Property Tax Act] value? € 420000  
 Reference year: 2024

- c. What did you pay last time for the water authority charges? € 80  
 Fiscal year: 2024

- d. How much did you pay for the last assessment of municipal taxes (*such as sewerage and waste charges, etc.*)? € 312  
 Fiscal year: 2024

- e. What monthly prepayments do you pay to the utility companies?  
 Gas: € 0  
 Electricity: € 133  
 District heating: € 160  
 Other: €

What is your annual consumption for gas/electricity and water

- Gas m<sup>3</sup>  
 Electricity high kWh  
 Electricity low kWh  
 Electricity total kWh  
 Water m<sup>3</sup>  
 District heating GJ  
 Other:

How many residents did you occupy the property with? number: residents

- f. Are there any lease or hire purchase agreements (*e.g. kitchen, windows, central heating system, etc.*)?  yes  no  
 If so, which?

Can these agreements be transferred to the buyer? *N.B! Many lease and hire purchase agreements are no longer transferable to the buyer. Please contact the supplier in question.*  yes  no

How long do these agreements have to run and what is the possible buyout payment?

## Questionnaire about the apartment including the VvE [owner's association] check-list

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Buyout payment: €

Duration:

g. In the case of ground lease and building rights:

What does the ground rent amount to annually? €

Have you paid all the ground rent demands?  n/a  yes  no

Has the ground rent been bought?  n/a  yes  no

If so, until when?

h. Have you paid all the municipal taxes that you are due?  yes  no

Are there variable amounts for shared entrances, driveways or yards?  yes  no

If so, how much and what for? €

i. Do you require a parking permit to park on the street?  yes  no

What is the maximum number of parking permits that can be requested?

What do the parking permits cost per year? €

### 11. Guarantees

Are there any current maintenance contracts and/or guarantee periods that can be transferred to the buyer (*e.g. roofing, central heating systems, double glazing, etc.*)  yes  no

If so, which?

### 12. The owner's association and mutual relationships

a. Is the association registered with the Chamber of Commerce?  yes  no

Chamber of Commerce registration number:

14060175

b. How many apartments are members of the owner's association?

Aantal: 0

c. Do any of the owners have 50% or more of the votes?  yes  no

d. Fractional parts of the apartment complex:

- home: 3/199

- storage:

- parking: 1/486

e. Number of votes for this apartment:

### 13. The members of the association

a. Is there a professional administrator?  yes  no

b. If not, is the administrator a member of the owner's association?  n/a  yes  no

*Explanation: The legal term for this function is and was administrator. The administration manages the resources and ensures the implementation of decisions reached at meetings*

#### 14. The owner's meeting

- a. Is a meeting held at least once annually?  yes  no
- b. Are the minutes and/or written decisions and action lists available from the last two meetings?  yes  no
- c. Are there currently any procedures for the annulment of decisions?  yes  no  
If so, which decisions does it concern?

#### 15. Insurances

- a. Is there a collective building insurance?  yes  no
- b. Does it include an 'apartment clause'?  yes  no

*Explanation: An apartment clause prevents the apartment owners from becoming the victim of the failure of another owner. The clause determines that the insurer may not refuse to pay out where damage has arisen through the fault of one of the other owners.*

- c. Is there also third party liability insurance?  yes  no

#### 16. The reserve fund, multi-year maintenance plans and the owner's association contribution

- a. Is there a reserve fund?  yes  no  
How much is in the reserve fund and what is the reference date?  
Amount: €  
Date:
- b. Is there a multi-year maintenance plan?  yes  no  
What age is the multi-year maintenance plan and what period does it cover?  
Year:  
Period:
- c. If not, how is the reserve amount determined for major maintenance?
- d. The monthly payment totals: € 201,81  
Of which:  
- service costs € 201,81  
- reserve for maintenance €  
- heating costs €
- e. Are one-off and/or incidental contributions due?  yes  no

If so, what are the amounts and when must they be paid?

Amount:

€

To be paid by:

f. Have all amounts due to the owner's association been paid?  yes  no

If no, which ones?

**Explanation:**

*16a, b and c: The Improved Functioning of Owner's Associations Act came into effect on 1 January 2018. Since then it has been obligatory for these associations to put aside an amount for major maintenance. The amount is based on the multi-year maintenance plans (MJOP) of up to five years old that cover a period of ten years, or an amount equivalent to 0.5% of the restructuring costs of the building each year. The multi-year maintenance plan as referred to here must meet the following criteria:*

- *It is laid down in writing.*
- *It contains a maintenance, repair and replacement cycle for the shared parts, such as load-bearing structures, floors, roofs, drains, systems and casements.*
- *The cost of maintenance and repair, as well as replacing components are all stated.*

**17. Further information (other issues that according to you the buyer should be aware of):**

vve markies € 173,31 en parkeerplaats garage € 28,50

**QUESTIONNAIRE OF AN INFORMATIVE NATURE**

The questionnaire provides shape, content and structure to the seller's duty of disclosure. The duty of disclosure goes no further than sharing what you as the seller know about the apartment at the time of completing the contract. The questionnaire is not intended to provide guarantees and is of an informative nature.

**SIGNATURES**

The seller hereby declares to have reported all the facts known to him/her about the apartment on this form. The seller is aware that if he/she gives incorrect and/or an incomplete statement of facts, he/she runs the risk of being held liable by the buyer. The seller declares that he/she will continue to occupy and maintain the apartment in a manner that is considered customary until the transfer of ownership has taken place.

The undersigned hereby declares to have answered the above questions fully and honestly:

Name:

Name:

Place:

Place:

Date:

Date:

Signature:

Signature:

.....

.....

**Agent details**

## Questionnaire about the apartment including the VvE [owner's association] check-list

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Office name: DG Vesta

Address details: Nachtegaallaan 8

Telephone number: +31 85 06 085 33

Email address: [info@dgvesta.nl](mailto:info@dgvesta.nl)