



GUIDE · SELL

The seller's *documents*

What to gather to sell a flat, a house, an investment property or land, and how to upload it. You do not need everything on day one.

Four lists by type of property	3 MB per file, PDF, JPG or PNG	Read and summarised before going to market
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01 IN BRIEF

A complete file, *early*

The sooner the file is complete, the faster the buyer and their bank decide. The aim: no unpleasant surprise at the end of the negotiation, at the bank or at the notary's.

You do not need everything on day one: we tell you where to obtain what is missing. In your seller portal, each document on the list comes with advice on where to obtain it, and a progress bar shows where the file stands. Tick here what you already have.

02 FLAT

A condominium flat (*PPE*)

☐ Land register extract less than six months old

☐ Plans and floor areas

☐ Title deed

☐ Condominium deed and regulations

☐ Minutes of the last three owners' meetings

☐ Renovation fund statement

☐ Service charge statement for the year

☐ CECB

☐ ECA insurance policy

☐ History and invoices of recent works

03 HOUSE

A villa *or a house*

☐ Land register extract

☐ Plans and floor areas

☐ Title deed

☐ Cadastral plan

☐ Easements

☐ CECB

☐ Building insurance (ECA)

☐ Building permit

☐ History of works



04 INVESTMENT

An investment *property*☐ Land register extract☐ Plans☐ Title deed☐ Cadastral plan☐ Rent roll☐ Leases☐ CECB☐ Building insurance☐ History of works☐ Property management accounts

05 LAND

A building *plot*☐ Land register extract☐ Title deed☐ Cadastral plan☐ Easements

06 FOR EVERY PROPERTY

Also *useful*☐ Known easements and annotations☐ Mortgage amount and maturity☐ Current lease, if the property is let☐ Your timing constraints

The CECB

The cantonal energy certificate for buildings is required for any sale in the canton of Vaud. If it is missing, we order it from a certified expert as soon as the mandate is signed; it is at your expense, as in any sale.



07 UPLOADING

In your *seller portal*

Once the mandate is signed, you receive a sixteen-character personal code, specific to your property, which opens your seller portal. You upload each document there directly.

**Formats**

PDF, JPG or PNG, 3 MB at most per file.

**A photo is enough**

Taken on your phone, it is reduced in size automatically.

**A protected area**

Each document is stored there, consulted by the broker alone.

**Read and summarised**

Minutes, regulations, CECB or rent roll: artificial intelligence drafts a summary; Alexandre checks it.

**Warning points**

Approved works, renovation fund, charges, disputes, easements, energy recommendations.

**Any useful document**

Invoices for works, guarantees, surveys, letters from the managing agent: you give it a name.

08 YOUR DOCUMENTS

Shared *only with your consent*

Sharing

A buyer receives a document only with your consent. We pass on only what the sale requires: to the notary, the buyer's bank and the appointed experts.

Retention

If the sale does not go through, your documents are deleted at the end of the mandate. If it does, they are kept with the sale file.

Lost your code? Call +41 21 312 85 58. The code itself is never read out over the phone.

A file ready, *a safer sale*

A question about a document? Call or write to us: we will tell you where to obtain it.

TELEPHONE

021 312 85 58

day and night, weekends included

EMAIL

hello@affinites.ch

reply within 24 working hours



This service online

Alexandre · Affinités Immobilier
Avenue de Lavaux 70A, 1009 Pully

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