



KIT · INVEST

The *investor's* kit

Everything to read before investing: the house, commercial property, the yield of a building and the documents.

4

sheets together

23

pages



CONTENTS

This kit *contains*

Four sheets from the Affinités Immobilier library, gathered in a single document. Each keeps its own cover, medallion and contact page.

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All our sheets, one by one: affinites-immobilier.ch/en/documentation



PRESENTATION · THE HOUSE

The house *in brief*

The estate agency of Affinités, based in Pully. Artificial intelligence for evidence and speed, a broker for trust.

10 years

of transaction experience

200+

transactions, residential and commercial

Day and night

the telephone answers, weekends included



01 WHO WE ARE

An agency born of *an AI consultancy*

Affinités guides SMEs in French-speaking Switzerland through their move to artificial intelligence. Affinités Immobilier brings the same discipline to the property transaction: every official record read, every figure justified, every step run by a system and checked by a professional.

The broker's trade has barely changed in thirty years, while information about a property has become public, abundant and calculable. Artificial intelligence does not sell your property: it brings evidence, speed and the memory of every file. Judgement, viewings and negotiation remain human.

10 years

of transaction experience

200+

successful transactions

48 hfor a written valuation
report, complimentary**24 / 7**the telephone answers,
every day

02 WHO DOES WHAT

The machine proves, *the broker decides*

Artificial intelligence reads the federal register of buildings and the land survey as soon as the address is entered; adjusts every comparable with the official index of the Federal Statistical Office; reads minutes, energy certificates and leases; qualifies every buyer according to their bank's calculation; drafts listings in three languages.

The broker visits the property: the light, the real condition, the noise, what no data can see. He sets the price and defends it, decides on every presentation, conducts viewings, negotiates, checks the financing behind each offer and coordinates the bank and the notary up to the deed.

AI reads and drafts, arithmetic ranks, a person decides. And the client always chooses.



03 YOUR CONTACT

Alexandre, *from the first call to the keys*

Background	Broker trained with USPI, the Swiss association of real-estate professionals. Founder of Affinités.	Experience	Ten years in transactions and more than two hundred successful transactions, residential and commercial.
Method	He handles every mandate himself, from valuation to handing over the keys: no hand-offs, no call centre.	Area	Lavaux, Lausanne and East Lausanne, known street by street: Pully, Lutry, Paudex, Belmont, Bourg-en-Lavaux; the Riviera too.

04 WHAT THE HOUSE DOES

Sell, buy, *invest*

✓ Sell Condominium flats (PPE), villas, houses, building land: a fixed flat fee, under exclusive mandate, never a percentage.	✓ Buy A complimentary affordability check, then four flat-fee steps, on your side of the table.
✓ Commercial Investment and mixed-use buildings, premises and offices, businesses: on quotation, on success.	✓ Abroad A selection of properties outside Switzerland, presented with the same file as a property here.
✓ Online instruments Value your property, check your buying capacity or the yield of a building, ask the Advisor: all complimentary.	✓ Reception Noah answers the telephone day and night and takes your request; Alexandre calls you back.

05 A SALE

Thirteen steps, *four stages*

I	II	III	IV
Value	Prepare	Sell	Complete
Discovery of the project, visit and valuation, signed mandate, pre-analysis and official data.	File and documents verified; photos, plans and 3D tour depending on the package; documents read and summarised.	Targeted distribution, qualified buyers, viewings, offers compared, negotiation.	Financing confirmed, deed at the notary's, handover of the keys.



06 OUR SERVICES

Eight services, *never a percentage*

				
	SELL	VALUATION REPORT	ESSENTIEL	PREMIUM
For	Knowing your property's value	Flats and houses	Villas and distinctive properties	Yield, premises, businesses
Price	Complimentary	8'900	13'900	On quotation
Payment	No commitment	Nothing up front, all at the deed	2'900 on signing, deducted; 11'000 at the deed	On successful completion

				
	BUY	PASSPORT	DIAGNOSTIC	REPRESENTATION
For	Proving your financing	Framing your project	Securing a property found	Searching for you
Price	190	690	2'900, or 3'900 above 1.5 million	From 7'900, by purchase price
Payment	On ordering, online	On ordering, online	900 on ordering; balance at the deed	1'500 on ordering; balance at the deed

Amounts excl. VAT. On the buyer side, each step contains the one below it, and whatever has been paid is deducted from the next. Full schedule: document E22.

07 REACH US

One call, *day and night*

Telephone +41 21 312 85 58, day and night, weekends and holidays included. Noah takes the request; Alexandre calls back within 24 working hours.

Email hello@affinites.ch: the broker replies within 24 working hours.

Address Avenue de Lavaux 70A, 1009 Pully, by appointment.

Online affinites-immobilier.ch/en: valuation, buying capacity, the Advisor.

Let us look at *your project*

A first conversation, with no commitment. To sell, a written valuation report within 48 hours of the visit, complimentary.

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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

OUR SERVICES



Valuation



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Representation



Property Search



SERVICE SHEET · INVEST

Commercial *property*

Sell, let, transfer, invest, with the bank's figures in hand. A market where the price is read in the lease, the yield and the risk, and where discretion matters as much as speed.

On quotation

flat fee set in writing before anything begins

On success

paid on completion of the transaction

Confidential

an anonymous file where needed



01 IN BRIEF

The price is read *in the lease*

Investment properties, premises and offices, businesses, mixed-use buildings.

Alexandre conducts every mandate himself; artificial intelligence prepares, in a few hours, the file the buyer takes to their bank.

Quotation

according to the property
and the assignment

In writing

the flat fee is set before
anything begins

On success

paid on completion of the
transaction

Monday

a report every week

02 WHAT WE DO

Five assignments, *one method*



Sale of investment properties

Rent roll verified, charges itemised, capitalised value and bank test before going to market.



Sale and letting of premises

Shops, offices, workshops, storage: a market rent backed by evidence, qualified tenants, a negotiated lease.



Business transfers

Restaurants, shops, practices, salons: business value, lease assignment, confidentiality until signing.



Mixed-use buildings

Residential and business use in a single property: each part valued on its own market, then reconciled.



Advice for investors

Targeted search, real yield, leases and upcoming works, vacancy risk, the value the bank will accept. Never on a property for which we hold the sale mandate.



03 INVESTMENT PROPERTIES

A file the buyer takes *to their bank as it stands*

What the machine reads

In a few hours: rent roll, leases and expiry dates, charges, gross and net yield, capitalised value, bank test, federal register, zoning, noise, transport links, neighbourhood permits.

What the broker does

The technical visit, the price set and defended, buyers with verified financing, the negotiation, coordination with the bank, the notary and the property manager.

The valuation

First by capitalised value, based on the net rent roll and a justified capitalisation rate, then by comparison with sales in the area.

The bank valuation

We also calculate the value a buyer's bank will accept: it lends on the lower of the two, price or value.

04 PREMISES AND OFFICES

The right tenant, *at the rent the market pays*

I

Read the market

Rents achieved in the street and the neighbourhood, footfall, visibility, access.

II

Set the price

Price or rent justified in writing, defensible in front of the tenant.

III

Market

Professional portals, a network of retailers and companies.

IV

Qualify

Solvency, plans, guarantees, before any viewing.

V

Negotiate the lease

Term, indexation, options, works, guarantees.



05 BUSINESSES

Selling or taking over, *in complete discretion*

What is transferred	The clientele and the trading name, the fittings and equipment, the stock, and above all the right to the lease that secures the location.	What creates the value	The actual results of the last three financial years, the rent and term of the lease, the location, the condition of the installations, the operating licences.
The commercial lease	Its transfer requires the landlord's written consent, which may be refused only on valid grounds, for example an insolvent buyer. We prepare this step from the outset.	The buyers	Qualified before being introduced: financing, experience, required licences.

I	II	III	IV	V
Value	The file	Qualify	The landlord	The transfer
Accounts, lease, location, installations.	Anonymous presentation, key figures verified.	Buyers with verified plans and financing.	Lease transfer prepared and obtained.	Price, inventory, takeover date, warranties.



Nothing leaks before signing

An anonymous file, a signed confidentiality undertaking before any detailed information, viewings outside opening hours. The address, trading name, accounts and photographs are given only after that undertaking, to a buyer whose plans and financing have been verified; the figures declared by the seller are checked against the accounts. Staff and customers are informed when you choose.



06 FEES

On quotation, *in writing before anything begins*

The flat fee is set in writing according to the property and the assignment; as in residential, it is paid on completion of the transaction. If the property does not sell: as set out in the written quotation.

**The value**

Capitalised value or business value.

**The investor file**

Rent roll, leases, charges, bank test.

**Targeted marketing**

Confidential where needed.

**Qualified buyers**

Viewings, offers and negotiation.

**Bank and notary**

Through to the deed.

**Follow-up**

Monday report, seller portal, phone line day and night.

**Depending on the property**

Photography, video, 3D tour, plans and printed file.

**No percentage**

A fixed flat fee, known before we start.

07 INVESTORS

Buying a yield, *not a promise*

For investors, we search, analyse and negotiate: the real rent roll, upcoming works, vacancy risk, the value the bank will accept. Buildings and businesses often change hands off-market; the Buyer Passport, your financing verified against documents, opens them to you first (CHF 190, one-off, valid for six months). The documents to gather are listed in document D21.

Independent advice, never on a property for which we hold the sale mandate.

Let us talk, *in confidence*

A building, premises, a business: a first conversation, then a written quotation before anything begins.

TELEPHONE

021 312 85 58

day and night, weekends included

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reply within 24 working hours



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GUIDE · INVEST

The yield of a building

What a building really earns: every cost named, the price set against the income value, the financing against the test the bank will run.

25%	5%	3.75%
hard equity, at least	the imputed rate of the bank test	default capitalisation rate



01 THE METHOD

What a building *really* earns

A yield advertised as “net” is not always net. Our calculation, complimentary on affinites-immobilier.ch/en/yield, names every cost, from the asking price, the rent roll, the non-recoverable charges and the equity.

3%

vacancy, as a share of
rents

5%

management, as a share of
rents

1%

maintenance, as a share of
the price

3.75%

capitalisation rate

Prudent default assumptions, to be adjusted to the property.

02 LINE BY LINE

From the rent roll *to net income*

The rent roll

Annual net rents under current leases, excluding service charge payments. It is checked against a roll signed by the property manager, the leases and the receipts of the last twelve months.

Vacancy

In the canton of Vaud, around 1% or less; allow 2 to 3% for a well-located residential building, 5 to 10% for commercial premises.

Management

4 to 6% of rents collected in French-speaking Switzerland, VAT often on top. Count it even if you manage the building yourself.

Maintenance

Routine upkeep, plus a provision for major works; on an older building, often 10 to 20% of the rent roll.

Non-recoverable charges

ECA buildings insurance, compulsory in the canton, liability insurance, municipal property tax (up to 1.5% of the tax value), condominium costs.

Net income

What the building produces before any debt and any tax: the figure the bank, the valuer and the next buyer look at.



03 PRICE AND VALUE

What the building is worth, *not what is asked for it*

Gross yield	The rent roll divided by the price: the one in the adverts, simple, and silent on costs.	Net yield	Net income divided by the price: the only one that compares two buildings honestly.
Income value	Net income divided by the capitalisation rate: the method used by banks and valuers.	The capitalisation rate	In French-speaking Switzerland, often between 3 and 4.5% for a well-located residential building; the net yield there is often 3 to 4%. Markedly higher, it almost always signals a risk.



Paying above the value

It is a bet on the future, and the bank does not finance it: it lends on the lower of the two, the price or the value.

04 FINANCING

The banks' rules *for an investment property*

25%

hard equity at least:
savings, securities, a gift

75%

of the price, the financing
cap

10 years

at most to bring the debt
down to two thirds of the
value

5%

imputed interest in the
bank test

These rules stem from the Swiss banks' self-regulation since 2020. The second pillar (occupational pension) can never be used to buy an investment property; purchase costs come on top, also from your own funds. The calculation applies amortisation of at least 1% of the debt per year. **Bank test coverage:** the bank checks that net income covers 5% imputed interest and amortisation. The rents carry the debt; otherwise, it lends less.



05 WHAT IF...

The building *under stress*

SCENARIO	WHAT IS TESTED
Rate at 3.5%	Renewing the mortgage in a more expensive market
Vacancy doubled	A slow re-letting
Rents down 5%	A weaker rental market
Maintenance at 1.5% of the price	Heavier works than expected

Coverage that stays above 100% in all four scenarios indicates a robust building. Below that, the bank could require faster amortisation or additional equity on renewal.

**The reference rate**

The Federal Housing Office's reference rate stands at 1.25%. Each quarter-point rise in principle allows rents indexed to it to be increased by 3%; each fall gives a right to a reduction. A change of owner is not enough to raise a rent.

06 THE LIMITS

What the calculation *leaves out***Tax**

Income, wealth, property gains tax on resale: your fiduciary quantifies them.

**Energy works**

A low-rated CECB signals investment to come.

**Capital gains**

The calculation bets on no rise in value.

**Form of ownership**

A company is not compulsory: the fiduciary and the notary answer, we prepare the figures.

Indicative calculation: it replaces neither a review of the leases nor a valuation. Alexandre can go through the property with you: leases, market rents, works.

Run the figures *on your property*

The yield calculation is complimentary online; Alexandre can then go through it with you, leases and works in hand.

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GUIDE · INVEST

Documents: *building, business, premises*

Checklists for selling a building, transferring a business or letting premises, and the documents a buyer should request before making an offer.

3 years of management accounts or financial years	3 MB at most per uploaded file	Your consent before anything is passed to a buyer
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01 IN BRIEF

A building is judged on documents

Without documents, no figure can be confirmed, and no bank will commit. The sooner the file is complete, the faster the buyer and their bank decide.

There is no need to have everything on day one: we tell you where to obtain what is missing.

02 SELLING A BUILDING

Documents *for an investment property*

☐ Up-to-date rent roll☐ Leases and amendments☐ Property management accounts for the last three years☐ Works completed and planned☐ Land register extract☐ Plans☐ Title deed☐ Cadastral plan☐ CECB☐ Buildings insurance

Also useful: known easements and annotations, amount and maturity of the mortgage, 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 the seller's expense.



03 TRANSFERRING A BUSINESS

Documents *for a business*

- ☐ Balance sheets and income statements for the last three financial years
- ☐ Commercial lease and amendments

- ☐ Inventory of fittings and equipment
- ☐ Operating licences
- ☐ Staff and current contracts

**Confidentiality**

The business is presented anonymously. The address, trading name, accounts and photographs are given only after a signed confidentiality undertaking, to a buyer whose plans and financing have been verified. The figures declared by the seller are checked against the accounts.

04 LETTING PREMISES

Documents *for premises and offices*

- ☐ Plans and floor areas
- ☐ Current rent and charges

- ☐ Permitted use
- ☐ Availability

05 UPLOADING

Your documents, *in your seller portal***The format**

PDF, JPG or PNG, 3 MB at most per file; a photo taken with your phone is fine.

**Reading**

A rent roll is read by artificial intelligence, which writes a summary and flags warning points, checked by the broker.

**The protected area**

Your documents are consulted only by your broker.

**Your consent**

A document is passed to a buyer only with your consent.



06 THE BUYER'S SIDE

Documents to request *before making an offer*

Income

- | | |
|--|---|
| ☐ Signed and dated rent roll | ☐ History of re-lettings and arrears |
| ☐ Copies of all leases and amendments | ☐ Current disputes and challenges |
| ☐ Receipts for the last twelve months | |

Charges

- | | |
|---|--|
| ☐ Service charge statements for the last two years | ☐ Property tax and tax value |
| ☐ ECA and liability insurance policies | ☐ Current maintenance contracts |
| ☐ Management and caretaking contracts | |

The building

- | | |
|--|---|
| ☐ Land register extract and easements | ☐ Works completed and to come |
| ☐ Plans and floor areas by unit | ☐ Permits and any cantonal restrictions on let housing |
| ☐ CECB energy certificate | |

These documents confirm the figures of the yield calculation (document D20). Alexandre can go through the property with you: leases, market rents, works.

Gathering *your file*

A first conversation in confidence: we tell you which documents to gather, and where to obtain them.

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