



KIT · SELL

The *seller's* kit

Everything to read before entrusting your sale: the house, the valuation report, the mandate and the documents to gather.

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.

REF.	SHEET	WHAT IT CONTAINS	PAGE
A1	The house in brief	The estate agency of Affinités, based in Pully. Artificial intelligence for evidence and speed, a broker for trust.	p. 3
B3	The valuation report	What is your property worth, with evidence to back it? A written, reasoned report, complimentary and with no commitment: three readings, a confidence index and the bank valuation.	p. 8
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B7	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.	p. 19

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

Value

Discovery of the project, visit and valuation, signed mandate, pre-analysis and official data.

II

Prepare

File and documents verified; photos, plans and 3D tour depending on the package; documents read and summarised.

III

Sell

Targeted distribution, qualified buyers, viewings, offers compared, negotiation.

IV

Complete

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.

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

OUR SERVICES



Valuation



Essentiel



Premium



Commercial



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Property Search



SERVICE SHEET · SELL

The valuation *report*

What is your property worth, with evidence to back it? A written, reasoned report, complimentary and with no commitment: three readings, a confidence index and the bank valuation.

Complimentary with no commitment	48 h for the written report, after the visit	Three readings and the bank valuation, separately
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01 IN BRIEF

A price, *with evidence*

A figure without justification is of no use to you, neither with a buyer nor with their bank. You receive a written report: the comparables used, the official data on the building, what pushes the price up and what holds it back.

0

the report is complimentary, with no commitment

24 h

working hours for the first call

1 hour

of visit on site

48 h

for the written report, after the visit

02 THE PROCESS

From the address *to the written report*

I

The address

Entered on the Valuation page, or by phone. The building's record is read in the federal register.

II

The call

Within 24 working hours, to clarify the property and your plans, and to set the visit.

III

The visit

One hour on site: the real condition, the light, the nuisances, everything no data can see.

IV

The report

In writing, within 48 hours: a range, the recommended asking price, the bank valuation.

The form asks for the address, the type of property (condominium flat, detached or semi-detached villa, investment property, land), its condition, the floor areas, the rooms, the year, its assets, your reason and your time horizon; the price you have in mind and any particular features are optional. Nothing is passed on to third parties.

As soon as the address is selected, we read the building's record in the federal register (year, floor areas, heating) and, without displaying them, road and rail noise, public transport links, the building zone, radon and the solar potential of the roof.



03 THE METHOD

Three *independent readings*

The market, the bank, the investor: three views of the same property, brought together, with the gap between them measured. A fair price sells; a flattering price wears thin.

**The comparative value**

Recent sales in the area, each comparable adjusted with a written grid and updated with the FSO price index.

**The hedonic value**

A statistical model of the kind banks use; it is what points to the bank valuation.

**The yield value**

If the property is let, the value derived from its rent roll.

04 CONFIDENCE

An index *on every report*

The weighting

The readings are weighted against one another, and the gap between them is measured.

Index A, B or C

Every report carries its confidence index: you know what the figure you are reading is worth.

The 15% gap

Beyond a 15% gap between the readings, no report without a second visit.

The sources

The report cites its comparables and its sources. We never overvalue to win a mandate.

**The bank valuation, separately**

What a bank will accept to finance a buyer. It is often what decides the sale. It appears separately on every report.



05 WHAT YOU RECEIVE

A report *to decide with***A range**

The value of your property, established from the three readings.

**The recommended price**

The asking price that the method can defend.

**The bank valuation**

Given separately, so you know what a buyer will be able to finance.

**Strengths and drawbacks**

What pushes the price up and what holds it back, with the official data.

**A let property**

The lease passes to the buyer; any cantonal authorisation (LPPPL) is checked from the valuation.

**A current mortgage**

With a fixed rate, the early repayment penalty is calculated before the price is set.

06 WHAT COMES NEXT

No commitment, *and every year***No commitment**

Asking for a valuation report binds you to nothing: what follows is decided later, or never.

The annual update

Each year, an update of your report is offered to you, complimentary.

If you entrust us with the sale

A fixed flat fee from CHF 8'900 excl. VAT, under an exclusive mandate. No percentage of the price.

Essentiel or Premium

Essentiel is paid only if the sale goes through. The details are in documents B4 and B5.

Every property proven, every price defended.

What is *your property* worth?

Enter the address on the Valuation page or call us: a call within 24 working hours, a one-hour visit, a written report within 48 hours.

TELEPHONE

021 312 85 58

day and night, weekends included

EMAIL

hello@affinites.ch

reply within 24 working hours



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OUR SERVICES



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TERMS · SELL

The sale mandate, *in black and white*

A written brokerage contract, always exclusive, signed before the first step. Here is what it sets out, what it guarantees you and how it ends.

Six months exclusive, then month to month	Day 60 the free exit, at no cost	Art. 404 CO revocable at any time
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01 IN BRIEF

Everything in writing *before the first step*

The mandate is a written brokerage contract under articles 412 to 418 of the Swiss Code of Obligations. It is always exclusive and signed before anything begins: from the first day, you know what you pay, when, and what you can require of us.

6 months

of exclusive mandate,
renewable

30 days

notice, then, month to
month

24 h

to pass on any written offer
to you

Day 60

from which the free exit
applies

02 WHAT IT SETS OUT

Eight points, *agreed together*

**The asking price**

Set together on the basis of the valuation report. You remain sole master of the sale.

**The package**

Essentiel, Premium, or Commercial on quotation.

**The fixed flat fee**

Its amount and when it is due, in writing. Never a percentage.

**The route to market**

Public, early preview or discreet sale: the choice is yours.

**The term**

Six months, renewable, then month to month.

**The service commitments**

What you can require of us, in writing.

**The follow-on clause**

Where applicable, drawn from the viewing slips.

**Loyalty**

We defend your interests alone.



03 EXCLUSIVITY

One broker, *one point of contact*

We do not take non-exclusive mandates. Exclusivity is what makes a fixed flat fee and a single point of contact possible, from the first call to the handover of the keys. Alexandre conducts your sale himself: no hand-offs, no call centre.

**You remain sole master of the sale**

The asking price is set together. You accept or refuse any offer freely.

04 TERM AND REVOCATION

How the mandate *ends*

The term	Six months, renewable, then month to month with thirty days' notice.	Revocation	Possible at any time, under article 404 of the Swiss Code of Obligations.
The free exit	If our service commitments are not kept, you terminate at no cost from the sixtieth day.	After the mandate	The follow-on clause, if provided for, applies only to buyers introduced during the mandate.

05 OUR SERVICE COMMITMENTS

Written *into the mandate*

**A report every Monday**

The state of your sale by email: listing views, viewings, feedback, offers, file.

**A reply within 24 hours**

Working hours, to each of your questions.

**No viewing without verified capacity**

Each visitor's financial capacity is calculated before the viewing.

**Every written offer within 24 hours**

Passed on, then compared on the strength of its financing.



06 THE FOLLOW-ON CLAUSE

Viewing slips, *proof of introduction*

The flat fee remains due if the sale is concluded after the mandate with a buyer introduced during it. You receive the list of these buyers, drawn from the viewing slips.

Each viewing gives rise to a viewing slip signed on the spot, on the broker's screen. The signature, drawn on the screen, is never published: it proves the introduction, nothing more.

07 PAYMENT

By the notary, *on the day of the deed*

	 ESSENTIEL	 PREMIUM
Fixed flat fee, excl. VAT	8'900	13'900
At signature of the mandate	Nothing	2'900 for presentation, deducted
At the notarised deed	8'900	The balance of 11'000
If nothing sells	Nothing is due	Only the 2'900 is retained

Payment

The flat fee is due when the notarised deed is signed. You instruct the notary to pay it from the sale price on the day of the deed.

Not included

Notary and land register fees, as a rule paid by the buyer in the canton of Vaud; the CECB energy certificate, borne by the seller as in any sale.

No additional advertising, photography or file fees. For commercial property, the flat fee is set in writing, on quotation, before anything begins, and paid on completion of the transaction.



08 LOYALTY

One side only, *yours*

The broker defends your interests alone and receives nothing from the buyer. Bank, notary and experts are chosen for the file, with no hidden remuneration. Our fee does not depend on the price: our only interest is to sell, at the price the method can defend.

| We never represent the seller and the buyer in the same negotiation.

09 EVERYTHING VISIBLE

Your seller portal, *proof of the work done*

Once the mandate is signed, you receive a personal code that opens your seller portal. Every viewing, offer and step is recorded there, timestamped by the server, never altered afterwards. You upload your documents in the same place; the phone is answered day and night, on +41 21 312 85 58.

10 ALONG THE WAY

The mandate, *from valuation to deed*

I

The valuation

Visit and written report within 48 hours, complimentary, with no commitment.

II

Signature

The mandate signed; your personal code opens the seller portal.

III

The sale

A report every Monday, offers passed on within 24 hours, viewing slips.

IV

The deed

The notary pays the flat fee from the sale price on the day of the deed.

Read the mandate *before you sign*

A first conversation, a one-hour visit, a written valuation report within 48 hours, complimentary and with no commitment. The mandate comes afterwards, if you so decide.

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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.

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