

Questionnaire concerning the sale of a house

**DUTCH ASSOCIATION OF REAL ESTATE BROKERS &
REAL ESTATE EXPERTS NVM**



Version dated July 2019

The aim of this questionnaire

This questionnaire has been created because as the seller you are obliged to provide detailed information about your house, even if the information appears less favourable for the sale. The aim of this list of information is simply to give the shape, content and structure in compliance with your duty of disclosure as the seller. 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.

If defects and such like are reported in time, your NVM agent is then able to ensure that proper agreements are made with the buyer. For example you can agree that certain defects are entirely at the expense and risk of the buyer. If the defect is not discussed earlier, then you run the risk of the buyer holding you liable afterwards.

The list is aimed at helping you to gather information about the house. Therefore complete the list fully and truthfully.

The information in the list is processed confidentially with the application of the appropriate technical and organisational actions. The information is used solely within the scope of the assignment you have given regarding assistance with the sale of your house. Information shared with third parties is only shared if it is necessary for the conclusion of the purchase contract, or where there is a legal obligation. For further information about our privacy policy, we refer you to our privacy statement.

This is subdivided into two parts.

For example the first part contains questions about the financing of the house and is only of concern to you and the NVM agent. At the top of the questionnaire there is: **Questionnaire about the seller.**

In addition to the questionnaire, there is also a page listing the documents to be submitted. If you have already submitted one of those documents, then of course you don't have to submit it again.

The second part contains questions about the condition of the real estate and can be given to the buyer along with the sales contract for example. At the top of the questionnaire there is: **Questionnaire concerning the house.**

If you still have any questions, please contact your NVM agent. Send off the list as soon as it has been completed. Because 'prevention is better than a cure'.

Seller's questionnaire

DUTCH ASSOCIATION OF REAL ESTATE BROKERS & REAL ESTATE EXPERTS NVM



Questionnaire concerning the sale of a house

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, contact you NVM agent as soon as possible so that you can answer the question appropriately.

THIS INFORMATION IS SOLELY FOR THE AGENT

1. Personal details

Name of seller	
First name(s)	
Place of birth	
Date of birth	
Street	
Postcode	
Place of residence	
Email address	
Home telephone	
Mobile telephone	

Name of seller	
First name(s)	
Place of birth	
Date of birth	
Street	
Postcode	
Place of residence	
Email address	
Home telephone	
Mobile telephone	

- ☐ Unmarried cohabitants ☐ Cohabitation contract with stipulations concerning the sale or occupation of the house
☐ Registered partnership ☐ Married ☐ Other, namely:

Address of house to be sold:

Do you both live in the house?

☐ yes ☐ no

If no, please explain:

Do you have permission from your spouse or partner to sell the house?

☐ n/a

☐ yes ☐ no

Has the house been inherited?

☐ yes ☐ no

2. Acquisition of ownership

When did you acquire the house?

Why are you selling the house?

Seller's questionnaire

3. Finance

This information is required as the house must be handed over free of mortgages or seizures.

Is the house currently charged with a mortgage? ☐ yes ☐ no

If so, which bank is entitled as the 1st mortgage lender?

What is the current residual debt (*rounded to whole euros*)? €

If so, which bank is entitled as the 2st mortgage lender?

What is the current residual debt (*rounded to whole euros*)? €

Has a bank announced that it wants to proceed with an execution sale? ☐ yes ☐ no

Is the house subject to seizure? ☐ yes ☐ no

If so, by whom and on what grounds?

Is it a question of bankruptcy, moratorium of either you, your spouse or your partner? ☐ yes ☐ no

If so, who has been appointed insolvency practitioner or administrator?

Name:

Address:

Telephone number:

4. Household effects in the case of divorce

Was there divorce involved after the house was purchased? ☐ yes ☐ no

If so, on what grounds are you able to dispose of the house (*e.g.: verbal agreement, written agreement, settlement, notarial deed, arrangement between both lawyers*)?

5. Household effects in the case of death

Did one of the owners die after the house was purchased? ☐ yes ☐ no

If so, are there under-age children? ☐ n/a ☐ yes ☐ no

Which notary is dealing/has dealt with the inheritance?

Name:

Address:

Telephone number:

Is there a Certificate of Inheritance? ☐ yes ☐ no

6. Neighbours

Are there disputes or problems with the neighbours? ☐ yes ☐ no

If so, please explain:

7. Further information

If you have further, relevant information regarding the situation please enter it here.

Signing

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

Name:

Place:

Date:

Signature:

.....

Name:

Place:

Date:

Signature:

.....

Extra documents

In order that the sales contract is properly completed we would like to receive (copies) of the following documents as soon as possible (assuming that you are already in possession of them):

1. The title deed you received with the ownership of the house.
2. All other deeds containing or naming the rights regarding your house.
3. Guarantee certificates, title deeds.
4. Mortgage deeds and balance of the outstanding mortgage amounts.
5. Municipal tax assessment notices (e.g. property taxes, pollution levies, water authority charges, sewage charges, polder charges, municipal tax on encroachments in, on or above public land).
6. Notices from the municipality and utility companies in which repairs are notified.
7. Inspection and clean-up orders from the municipality or province.
8. Energy performance certificate/energy label.
9. Building and conversions, sales brochures.
10. In the case of premiums or subsidies: the latest decisions issued.
11. If you are cohabiting and have a cohabitation contract that includes a clause regarding the sale of the house: then the cohabitation contract.
12. In the case of inheritance: The Certificate of Inheritance.
13. Rental, lease and hire purchase contracts with respect to the house. For example, for the central heating boiler or an alarm installation.
14. Where the seller is: NV, BV, VOF, Partnership, Association or Foundation: copies of the statutes, extract from the chamber of commerce.
15. This completed questionnaire.

Questionnaire concerning the house

DUTCH ASSOCIATION OF REAL ESTATE BROKERS & REAL ESTATE EXPERTS NVM



Questionnaire concerning the sale of a house

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 NVM agent as soon as possible. Just cross out a question if it is not relevant. A copy of the questionnaire about the house is given to the buyer. In addition, a copy of the questionnaire is normally attached to the sales contract as an attachment.

Details about the house:

Address of house to be sold:

1. Additional information

- a. After taking possession of the house 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 strips of land you currently use that belong to the municipality, or your ground that is used by neighbours*)? ☐ not known ☐ yes ☐ no
If so, what sort of deviation is it?
- d. Is part of your house, 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. Do 'special burdens and restrictions;' apply to your house and/or property? (*'special burdens and restrictions' can be private law restrictions such as (guiding) easements (e.g., a right of way), qualitative obligations, chain clauses, usufruct, pre-emptive 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*). ☐ yes ☐ no
If so, which?

Questionnaire concerning the house

- g. Does the Municipal preferential rights Act apply? ☐ yes ☐ no
- h. Does an anti-speculation clause apply to the house? ☐ 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 house or the ground either wholly or partially rented out or used by others? ☐ n/a ☐ yes ☐ no
If so:
- is there a rental agreement? ☐ yes ☐ no
- which part is rented out?
- which parts are shared?
- which issues affect the tenant and what can they remove (*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. Is there currently a dispute or procedure under way concerning the house, 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?
- n. Has an objection been made against the WOZ (Immovable/ Real Property Tax Act) value assessment? ☐ yes ☐ no
If so, please explain:
- o. 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?

Questionnaire concerning the house

p. Have subsidies or payments been provided in the past that can be reclaimed when selling the house?

☐ yes ☐ no

If so, which?

q. Has the house been declared uninhabitable or was it ever declared uninhabitable in the past?

☐ yes ☐ no

If so, why?

r. Has VAT to be paid on the sale (*e.g. because it was formally a commercial property, or the house included a practice or because you have made substantial alterations*)?

☐ yes ☐ no

If so, why?

s. How do you presently use the house (*e.g. as a home, practice, shop, storage area*)?

Is this use permitted according to the municipality?

☐ yes ☐ no

If not, has the municipality ever raised this conflicting usage with you?

☐ n/a

☐ yes ☐ no

How did the municipality raise this conflicting usage with you?

2. Outer walls

a. Does or did the house have dampness penetration or permanent damp patches on the walls?

☐ yes ☐ no

If so, where?

b. Have repairs been carried to cracks or damage on the outer walls?

☐ yes ☐ no

If so, where?

c. Were the walls insulated during construction?

☐ not known

☐ yes ☐ no

If not, were the walls insulated afterwards?

☐ not known

☐ yes ☐ no

Is there comprehensive insulation?

☐ not known

☐ yes ☐ no

If not, which parts have not been insulated?

d. Have the outer walls ever been cleaned?

☐ yes ☐ no

If so, what method of cleaning was applied?

3. Roof(s)

a. How old are the roofs?

Flat roofs:

Miscellaneous roofs:

b. Does the roof leak, or have there been leakages?

☐ yes ☐ no

If so, where?

Questionnaire concerning the house

- c. Have defects been identified in the past on the roof structure such as lopsided, sagging, creaking, damaged and/or eroded parts of the roofs? ☐ yes ☐ no
If so, where?
- d. Have you ever had the roof repaired or replaced? ☐ yes ☐ no
If so, which part and why?
- e. Was the roof insulated at that time? ☐ not known ☐ yes ☐ no
If not, was the roof insulated afterwards? ☐ not known ☐ yes ☐ no
Is there comprehensive insulation? ☐ not known ☐ yes ☐ no
If not, which parts have not been insulated?
- f. Are the rainwater pipes 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. When was the last time that the casings, windows and doors of the house were painted?
Was this carried out by a professional painter? ☐ yes ☐ no
If so, who was it?
- b. Do all the hinges and locks in the house operate properly? ☐ yes ☐ no
If no, please explain:
- c. Are the keys available for the doors, windows, etc., that have locks? ☐ yes ☐ no
If not, which door, windows, etc., do not have keys?
- d. Is there insulated glazing? ☐ yes ☐ no
Is there comprehensive insulation? ☐ yes ☐ no
If not, which parts have not been insulated?
- e. 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 house have, or has it had penetrative dampness or rising damp affecting floors, ceilings, and/or walls? ☐ yes ☐ no
If so, where?

Questionnaire concerning the house

- b. Does the house have, or has it had fungal growth affecting floors, ceilings, and/or walls? ☐ yes ☐ no
If so, where?
- c. Does the house 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 house 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 house, such as lopsided, sagging, creaking, damaged and/or eroded parts of the floor? ☐ yes ☐ no
If so, where?
- f. Is there floor insulation? ☐ not known ☐ yes ☐ no
Is there comprehensive insulation? ☐ not known ☐ yes ☐ no
If not, which parts have not been insulated?

6. Cellar, crawling space and foundations

- a. Is there, or have there been defects in the foundations of the house? ☐ not known ☐ yes ☐ no
If so, where?
- b. Is the crawling space 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 not, 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 sort of heating systems are there in the house (*e.g. central heating system, DWHR system, ATES system*)?

Questionnaire concerning the house

What make is the system and how old is it?

Make:

Age:

When was the last service carried out?

Date:

Is the maintenance carried out by an approved firm?

☐ yes ☐ no

If so, who is it?

- b. Has anything occurred with the system over the last period of time (*e.g. the central heating system has to be topped up more than once annually*)?

☐ 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 house have underfloor heating?

☐ yes ☐ no

If so, where?

- g. Do some of the rooms not warm up properly?

☐ yes ☐ no

If so, which?

- h. Does the house have solar panels that belong to you?

☐ yes ☐ no

If so, will the solar panels be left behind?

☐ n/a

☐ To be discussed

☐ yes ☐ no

Does the house have solar panels that are leased?

☐ yes ☐ no

Can the lease contract be transferred to the buyer?

☐ yes ☐ no

When were the solar panels installed and by whom?

Year:

Firm:

Has the VAT in the purchase price been recovered?

☐ yes ☐ no

How much energy has been generated over the last year?

Year:

Number of kWh:

How long does the maker's guarantee still have to run?

Were the solar panels acquired with a subsidy?

☐ yes ☐ no

Questionnaire concerning the house

If so, must the subsidy be repaid?

☐ n/a

☐ yes ☐ no

If so, how much must be repaid? €

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. Has the electrical system been renewed?

☐ yes ☐ no

If so, when and which parts?

l. Do the (technical) systems have defects?

☐ not known

☐ yes ☐ no

If so, which?

8. Sanitary fittings and drainage

a. Is there any damage to wash-hand basins, shower, bath, toilettes, drains and taps?

☐ yes ☐ no

If so, which?

b. Do the wash-hand basins, shower, bath, toilettes, drains and taps drain away properly?

☐ yes ☐ no

If no, which ones?

c. Is the house connected to a shared drainage system?

☐ yes ☐ no

d. Does the house have, or has had, defects in the drainage system such as breaks, problems with smells or leakages?

☐ yes ☐ no

If so, which?

e. Are there other systems such as septic tanks or cess pools?

☐ yes ☐ no

If so, what is installed, and how should it be maintained?

9. Miscellaneous

a. What is the year of construction of the house?

b. Does the house have asbestos-containing materials?

☐ not known

☐ yes ☐ no

If so, which and where about?

c. Is there still floor covering in the house, either loose or fixed, which was purchased between 1955 and 1982?

☐ not known

☐ yes ☐ no

d. Does the house still have lead piping?

☐ not known

☐ yes ☐ no

If so, where?

Questionnaire concerning the house

- e. Is the ground 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
- f. 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
- g. Is there a problem with vermin in or around the house (*e.g. mice, rats, cockroaches, etc.*)? ☐ yes ☐ no
 If so, where?
- h. Is the house 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?
- i. Is the house 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?
- j. Has the house 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?
- k. Have alterations or additions been built without the appropriate integrated environmental permit (previously building permit)? ☐ not known ☐ yes ☐ no
 If so, which?
- l. Are you possession of an energy certificate or energy label? ☐ yes ☐ no
 If so, which label?

10. Fixed costs

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

Questionnaire concerning the house

- b. What is the WOZ [Immovable Property Tax Act] value? €
Reference year:
- c. What did you pay last time for the water authority charges? €
Fiscal year:
- d. What did you pay last time for the sewage charges? €
Fiscal year:
- e. What monthly prepayments do you pay to the utility companies?
Gas: €
Electricity: €
Shared heating: €
Other: €
- 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?
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? €

Questionnaire concerning the house

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

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 house 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 house 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 house 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:

.....

.....

NVM agent details



Buijs Doedijns
Makelaars

Questionnaire concerning the house