

SIEPS guarantor and apartment management services

1. **SIEPS provides corporate and private financial guarantees** in relation to housing, which means that the rental contract will be drawn up in the name of SIEPS S.A. and the candidate will be mentioned in the rental contract as the occupant of the housing concerned. The candidate will receive a copy of the rental contract, as this document will be required when registering with the local permit authorities.
2. **SIEPS liaises** with the Real Estate Agency / Housing owner and any other party concerned with the rented housing.
3. SIEPS will open a **bank trust account** into which SIEPS will pay the refundable deposit. The deposit will be blocked in that account during the entire rental period and can thus not be used to pay rent or any other costs during the rental period.

The Real Estate Agency will release the deposit after the apartment exit meeting, **if all has been found in order in the apartment and it has been handed back perfectly clean.** In order not to delay the release of the deposit, any items in need of repair should be reported to SIEPS as soon as the necessity of repair work has been identified.

4. In **preparation of the apartment exit meeting**, at the end of the rental contract, the apartment has to be thoroughly cleaned. This means that in addition to the regular cleaning, particular attention has to be given to the cleaning of windows, oven, stove, stores, balcony, bathroom: any calcium deposits on glasses in the bathroom, on and around taps have to be removed (there are special cleaning products for that). Any items which were not in the apartment when moving in have to be removed.

The same goes for any cellar which might be part of the rental contract.

Whilst you are free to prepare the apartment yourself for handing it back to the agency, SIEPS strongly recommends that you delegate this job to the caretaker or any other experienced person or company. At your request, SIEPS can obtain quotations.

5. SIEPS will be present at the **apartment entry and exit meeting**.
6. SIEPS will register you with the **electricity supplier**.
7. SIEPS will order the **nametags** for your letter-box and apartment door.

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8. At your request, SIEPS will obtain quotations for the **compulsory insurances**:
3rd party liability, household and, in the canton of Vaud, the ECA insurance (Fire and natural disaster)
9. **Accounts payments**: SIEPS will, on your behalf and out of the funds you have referred to SIEPS, effect all payments which relate to your housing, such as:
 - Payments of rent and monthly charges
 - Insurance Policies
 - Electricity accounts

Other payments, for example: school fees, pocket money, can be organized by arrangement.

You will periodically receive an extract of your account at SIEPS together with copies of proof of payments made on your behalf and copies of the invoices / vouchers relating to these payments.

If, for some reason, insurance premiums are directly paid by you, then you will have to request an attestation from your insurance company, which confirms the date to which insurance premiums have been paid. Such attestation has to then be forwarded to SIEPS.

10. SIEPS will assist you with the **departure formalities**.
11. SIEPS is your **first contact** for anything that concerns your housing.

We look forward to making your housing experience with SIEPS as comfortable as possible !

SIEPS S.A., represented by Carmen M. Picard
Director

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