

Quick Checklist

Dear valued property owner,

Congratulations, you have made a big step in deciding to use EasyBusy to market, sell and save money on your property. Our main objective is to assist you throughout the planning, marketing and the preparation of your property documents in order to achieve a quick sale results. Before you start, make sure you have all the following main documents (PDF) scanned and photos are available on a USB stick or on your PC regarding your property, then login to insert your information for sale.

Sincerely,
EasyBusy Team

Photos & Video

- Cover Photos**
The cover photos will be placed at the top of your property presentation Page. Please use **21:9** format photos with the best resolution possible, maximum 4 photos.
- Category Photos**
Exterior, Living Room, Kitchen & Dining Room, Master Bedroom & Bathrooms, Plans & Schemas, Other photos. Please upload **16:9** format photos of your property by category (max. 5 photos per category).
- Video**
Insert any youtube.com video you have for showing your property.

Other files

- Property / Land Registration Certificate & N°**
This document can be obtained from your local property registration office and are part of confidential information and not available to others without your permission.
- Location Plan**
This can be downloaded or be obtained from your local property registration office and are part of confidential information and not available to others without your permission.
- Insurance policy of the building (ECAB)**
The insurance policy of your property as well as the taxation protocol.
- List/description of renovation works**
List and description of all renovations and changes you may have made.
- Rental lease**
If your property on sale is rented, please insert the rental contract.
- Financial accounts PPE**
Only for properties or apartments with PPE status, the annual accounting report, please scan 1 to 3 years of documents into one file and insert here, or insert 1 x here the rest in the other documents section if needed.
- Property regulation PPE**
Only for properties or apartments with PPE status which are subject to specific rules and regulations of the community and usage.
- General meeting reports PPE**
Only for properties or apartments with PPE status, the annual admin. report, please scan 1 to 3 years of documents into one file and insert here, or insert 1 x here the rest in the Other documents section if needed.
- Electric control certificate**
If you have carried out the necessary Electric installation verifications required by the Swiss law, insert it here.
- Energy certificate of the building**
If you have Energy efficiency certificate for your property, only for certain cantons, insert here.
- Other** (the name to be specified by user)
Use these spaces for any other drawings, plans or documents which you think can help to boost your selling chances, insert here.