



Landlord Document Upload Instructions – Flex Estate

This guide explains which documents landlords must upload when listing a rental property through Flex Estate.

1. Required Documents

- Valid ID (BSN masked)
- Proof of ownership (deed)
- Energy label
- Maintenance records (boiler, ventilation, etc.)
- VvE documents (if applicable)
- Utility meter photos (gas/electricity/water)
- WWS points calculation (recommended)

2. Optional Documents

- House rules
- Appliance manuals
- Renovation invoices
- Previous inspection reports
- Floor plan

3. Regulatory Notes

- Wet Betaalbare Huur may apply to your property.
- Tenants may request WWS point verification.
- All information must be accurate under Dutch rental law.
- Misrepresentation can result in legal penalties.

4. Contact

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