



Seller Document Upload Instructions – Flex Estate

This guide explains which documents you must upload when listing your property on Flex Estate. Follow these steps to ensure fast verification and a smooth listing process.

1. Required Documents

- Valid ID (BSN must be blacked out)
- Proof of ownership (koopakte or deed)
- Kadaster extract (recent)
- Energy label (or proof of application)
- Valuation report (if available)
- Floor plan (if available)
- Seller property disclosure (if applicable)

2. Optional Documents

- Technical inspection report
- Renovation invoices / receipts
- Appliance manuals
- Guarantee certificates

3. How to Upload Your Documents

1. Log in to your Flex Estate dashboard.
2. Go to 'My Properties'.
3. Select the property you are preparing.
4. Scroll to the 'Documents' section.
5. Upload each file separately.
6. Allowed formats: PDF, JPG, PNG.
7. Maximum size per file: 10MB.

8. Click 'Save' to confirm.

4. Security & Verification Notes

- All uploads are encrypted and stored securely.
- Your BSN must be blacked out on all ID documents.
- Flex Estate verifies authenticity to prevent fraud.
- Do not upload blurry or unreadable documents.

5. Need Help?

Email: info@flexestate.nl
WhatsApp: +31 85 333 29 78
Support available Monday–Friday.