

Here to help *manage* |
your property on Bonaire

Brochure
Rent & Management
Harbourtown Real Estate
2024

Information Rental &
Property management



Harbourtown
REAL ESTATE | EST. 1989

Kaya L.D. Gerharts 20, PO. Box 38, Kralendijk, Bonaire, C.N.
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Harbourtown Real Estate is a specialist in the field of midterm rental. By this we mean rental from 6 weeks. We have, among other things, agreements with the government and healthcare institutions on Bonaire. Ideal if you want to use your home occasionally, but don't want to leave it empty. We would be happy to rent it out for you during your absence.

We also rent out many homes for long-term rental (6 months or longer). Through this brochure we would like to inform you about the options for midterm and long-term rental, as well as the management of your home and costs associated with additional work. Our general terms and conditions apply to all agreements with Harbourtown Real Estate.

We did our best to put together a complete brochure. However, if you would like to receive additional information or have special wishes, please do not hesitate to contact us.

On behalf of team Harbourtown Real Estate,

Jolanda Strik
Real Estate Agent / Owner



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Midterm rental

If you want to use your home regularly, it is sometimes attractive to offer it as a midterm rental. Periods between 1½-6 months are considered, for which an adjusted rental price applies. The rental price for such periods is generally between short- and long-term rental prices and is agreed with you in advance. It is common for internet and TV costs to be included.

Standard maintenance of the property is the responsibility of the owner unless a tenant has deliberately and demonstrably caused damage. The costs for water and electricity will be charged to the tenant. The tenant pays a deposit for this. We charge a mandatory end cleaning fee to the tenant; maid service is not included in the rental price.

The tenant pays a deposit in advance, if there is any damage, this will be charged to him/her.

The usual commission is **15%** (excluding 6% A.B.B.) of the total rental amount. The proceeds will be paid to you at the end of the rental period, unless otherwise agreed. All transaction costs will be for the owner's expense.

Our services are:

- Offering the property through various channels for the purpose of finding a suitable tenant
- Taking care of the lease and invoices for both tenant and owner
- Collecting the rent and paying it to the owner
- Inspecting the property at the start and end of the rental period, based on photo reports and inventory list (if available)
- Key handover at the start and end of the rental period
- Taking meter readings at the start and end of the rental period and preparing the final settlement for water and electricity
- Taking care of cleaning at the start of the rental period if necessary / desired
- Taking care of the final cleaning and any other work required to ensure that the house is delivered in the same condition at the end of the rental period as at the start
- Settlement of any costs with the paid deposit
- First point of contact for the tenant in case of emergency



- First contact with handyman and/or contractor in case of technical problems during the rental period

Long term rental (minimum of 6 months)

Long term rental is interesting since it guarantees a steady income and partial maintenance of your home (if rented). It is best to transfer current accounts, like WEB (utilities) and Telbo or Flamingo (Internet/TV), into the tenant's name so you will not be held responsible for unpaid bills. WEB has a policy that they only transfer an account to someone's name when there are no outstanding bills on this name. This also means that when the property is vacant and WEB is connected in your name, there may be no outstanding bills in your name.

If the property has a garden and/or swimming pool, it is advisable to outsource the maintenance and include the costs in the rental price. This way you always have the guarantee that maintenance will take place and that the bill will also be paid. We include in our agreement as standard that the tenant must have the air conditioning serviced every six/twelve months. The tenant pays a deposit in advance, if there is any damage, this will be charged to him/her.

The commission is **10%** (excluding 6% A.B.B.) and is deducted monthly. You will receive an invoice of the income by email. For each new tenant, \$75 (excluding 6% A.B.B.) administration costs will be charged to you. If you rent a complex through us with at least 3 apartments, these costs are \$50 (excluding 6% A.B.B.) All transaction costs will be for the owner's expense.

Our services are:

- Offering the property through various channels for the purpose of finding a suitable tenant
- Taking care of the lease and invoices for both tenant and owner
- Collecting the rent and paying it to the owner
- Inspecting the property at the start and end of the rental period, based on photo reports and inventory list (if available)
- Key handover at the start and end of the rental period
- Taking care of all paperwork for the WEB connection in name of the tenant
- Taking care of cleaning at the start of the rental period if necessary / desired



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- Taking care of the final cleaning and any other work required to ensure that the house is delivered in the same condition at the end of the rental period as at the start
- Settlement of any costs with the paid deposit
- First point of contact for the tenant in case of emergency
- First contact with handyman and/or contractor in case of technical problems during the rental period
- Connecting owner and tenant if necessary / desired

It is also possible to offer your property through our office/website while the actual rental will be managed by the owner or his/her manager. If a tenant is provided by our office who signs a contract for at least six months a commission will be charged that will be related to the length of the rental period. The commission will be **8,33%** (excluding 6% V.A.T.) based on the full rental amount with a minimum of a half month's rent. In this case Harbourtown will take care of the viewing(s), draw up a rental contract, do the key transfer and inspection at the start of the rental period and provide a photo report and inventory list.

In case there have been at least 2 viewings through our office, but you end up finding your own tenant, we will charge a commission of **20%** (excluding 6% V.A.T.) based on one month rent.

Property Management

Rates per month excluding 6% V.A.T.:

1. Property management house	US\$ 120.00
2. Property management apartment	US\$ 100.00
3. Property management more than 1 apartment	US\$ 75.00

When your home / apartment is listed at our office for property management, we will do an inspection every other week. The mentioned rate is based on inspections only, all costs for repair / maintenance / cleaning / etc. will be charged to you. In case the home / apartment is either rented or used by the owner, the monthly costs are not charged (home will not be inspected). Points of attention during a 2-weekly inspection:

- Traces of burglary
- Traces of bugs/insects
- Leakage



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- Check up on electrical devices, including air conditioners (as far as possible)
- Apartment in need of cleaning
- Garden / plants
- Pool clean
- Flushing of all pipes against insects and smell
- Mail will be taken if we have a key of the mailbox. Regular mail like Telbo / WEB will be scanned and kept in our computer system in case you need to compare. Urgent mail, tax office for example, will be opened and sent to you by e-mail right away. Of course we will check with you first before opening mail.

If management is carried out in an apartment complex where we inspect multiple objects, we can offer you an adjusted rate.

Rates additional services

The commissions and rates mentioned are for the activities as described in this document, costs for additional activities are charged separately.

1. WEB connection / WEB deposit settlement US\$ 50.00
These costs will be charged to a tenant or owner when we take care of a connection for water/electricity or settlement of the WEB deposit. Please note that WEB also charges a fee for the actual (re)connection.
2. TV/Internet connection US\$ 50.00
These costs will be charged to a tenant or owner in case we apply for a connection for cable and/or internet. For these connections there will also be a fee charged by the provider.
3. Application for a new gas bottle US\$ 50.00
These costs will be charged if we apply for a new gas bottle at Curoil. The rate is only applicable for the bottle, not if a connection has to be made.
4. Application for a Selibon container US\$ 50.00
These costs will be charged if we apply for a container at Selibon. No extra costs are charged by Selibon for a replacement. For a new container there will be a separate fee charged by Selibon. In both cases we need to have the blue WEB bill.
5. All other services US\$ 50.00 per hour
Other services may include help after a burglary, assistance with home improvement projects, having your private (rental) car washed or serviced,



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providing groceries for owners or tenants/guests and all other activities that are not covered by either a rental commission or a property management contract.

For services outside our opening hours (Monday to Friday 8:30AM – 5:30PM) a **50%** surcharge applies. All rates excluding 6% VAT.

For laundry and cleaning services the actual invoice from the Laundry or Cleaning company will be charged to the tenant or owner directly.

Miscellaneous

Necessary repairs or replacement of inventory with a maximum of **\$250,00** will be executed right away, the owner will be informed.

For repairs or replacement of inventory over \$250,00 the owner will be consulted first unless it is an emergency situation.

We will only advance payment of 3rd party invoices if there is rental income expected for your property. In case there are no funds are expected we will ask you to make the payment to the supplier yourself.

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Openingstijden kantoor:
Maandag t/m vrijdag van 08:30 t/m 17:30 uur

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