

## Order for support services

Personal information		
First name & last name		Telephone private
Street & number		Telephone business
Postal code & location		Mobile phone
E-mail		Fax
Real property		
Street & number	Floor	Postal code & location

### I would like the following support services

<input type="checkbox"/> <b>1. Before renting</b>	<b>Price</b>	<b>CHF 200.-</b>
<ul style="list-style-type: none"> <li>- Viewing of your apartment incl. taking pictures</li> <li>- Completion of the apartment description</li> <li>- Preparation of the apartment hand-over protocol</li> <li>- taking over of the contract negotiations with potential sublessees</li> <li>- Preparation of a sublease contract ready to be signed</li> </ul>		
<input type="checkbox"/> <b>2. When handing over and taking over the apartment</b>	<b>Price</b>	<b>CHF 400.-</b>
<ul style="list-style-type: none"> <li>- Support through UMS during the handing over and taking over of the apartment</li> <li>- Support during the documentation of the condition of the apartment (apartment hand-over protocol)</li> </ul>		
<input type="checkbox"/> <b>3. Object scouting</b>	<b>Price</b>	<b>according to the offer</b>
<ul style="list-style-type: none"> <li>- Specific search for appropriate objects in newspapers and real estate internet portals</li> <li>- Placement of Specific ads</li> <li>- Personal inquiries to real estate partners (administrations, apartment houses, hotels)</li> <li>- Preliminary Viewing of the objects by UMS</li> </ul>		
<input type="checkbox"/> <b>4. Contract service</b>	<b>Price</b>	<b>according to the offer</b>
<ul style="list-style-type: none"> <li>- Coordination with the various real estate partners (private landlords, administrations, apartment houses, hotels)</li> <li>- Management of the entire contract negotiations</li> <li>- Organisation of accompanied Viewing tours</li> <li>- Provision of contracts ready to be signed</li> <li>- Support while handing over and taking over the apartment</li> </ul>		

### Contract terms for support services

#### 1. Placing of order(s)

The customer places an order with UMS Ltd for the desired support services by completing the form "Order for support services".

#### 2. Date of service provision

The date on which UMS Ltd has to provide its services is arranged conjointly.

#### 3. Methods of paying

The payment is made against an invoice before the service provision by UMS Ltd.

#### 4. Prices and VAT

In the indicated prices all costs (excl. VAT) for insurances, charges etc. are included. The prices for the basic cleaning and the advanced cleaning also include the driving expenses for a driving route of up to 10 km from the nearest main station (Berne, Basel, Zurich, Geneva, Lausanne, St. Gallen, Aarau or Lucerne). Additional travelling fees are charged if the object is located further than 10 km away from one of the aforementioned stations and consist of CHF 5.- per extra travelling kilometer.

#### 5. Position of UMS Ltd

UMS Ltd guarantees a professional handling of the order. However, UMS Ltd cannot guarantee the realization of a sublease contract.

During supported taking over and handing over operations of the apartment, UMS Ltd maintains a neutral position, regardless of who has placed the order with UMS Ltd.

#### 6. Legal venue

The legal venue is Berne (Switzerland). Unless this contract states otherwise, the Swiss Code of Obligations (Schweizerisches Obligationenrecht) is valid.

I confirm that I unconditionally accept the contract terms for support services.

Location and date

Signature