

Application Form Rental Property



Main Office Zoetermeer
J.L. van Rijweg 20, Postbus
612 2700 AP Zoetermeer
088 126 6666
verhuur@schepvastgoed.nl

Office Den Haag
Prinses Beatrixlaan 582
2595 BM Den Haag
088 126 6670
denhaag@schepvastgoed.nl

Office Rotterdam
Oudehoofdplein 4
3011 TM Rotterdam
088 126 6660
nieuwbouw@schepvastgoed.nl

Office Groningen
Van Ketwich Verschuurlaan 98
9721 SW Groningen
088 126 6650
groningen@schepvastgoed.nl

Office Utrecht
Hogeweide 462
3544 PX Utrecht
088 126 6630
verhuur-utrecht@schepvastgoed.nl

1) Applicant's personal information

Applicant surname
First names

Place and date of birth
Current address
Postcode/Town
Phone number
E-mail
Profession
Bank account number

(This account number is used for the collection of the rent)

2) Co-applicant's personal information

Applicant surname
First Names

Place and date of birth
Current address
Postcode/Town
Phone number
E-mail
Profession

3) Information about desired property

Street
Town
Form date
Reason for application
Special requests

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4) Information about current residence

Current residence Rental Property Purchased property Lodger
Type of property Single-Family home Flat Room Maisonette
Number of rooms
Current rent (if applicable) €.....
Have you previously rented a property with us? Yes No

5) Family members

Number of cohabiting children
Date of birth Date of birth
Date of birth Date of birth
Date of birth Date of birth
Other resident(s)?
Do you have pets? Yes No if yes, which
Will musical instruments be Yes No if yes, which
played? How many hours a day

6) Payment obligations

Do you have payment obligations such as (partner) alimony, a personal loan or a mortgage?
Yes No If yes, which type of loan
Outstanding amount from today
Time period for payment
Which financial institution

The (co-)applicant declares to have filled out this form truthfully. Forms, which have not been completely filled out, signed or with missing required attachments will not be considered.

Signature of applicant

Signature of co-applicant

Location and date

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- Applicant and co-applicants should submit a copy of passport or ID card.
- The Information provided to us will be treated with the utmost confidentiality.
- Signing this form in no way entitles the applicant to the allocation of a residence.
- The applicant(s) must provide information along with this form which establishes his/her income
- In the event a lease is drawn up, that applicant shall sign a rental contract that conforms to the model that is used by the respective landlord.
- All oral and written communications relating to any rental of a residence shall be considered to be made on the condition that official authorisation and the approval of owner/rights holder shall be granted. If afterwards no official authorisation or approval is obtained, then the rental will be deemed as not having been concluded and no rights to us or to third parties, or anyone else, in the broadest sense of the word may be derived from any communications from us. Any liability on our part is excluded with regards to this.
- By signing this application form, the applicant(s) agrees that the property manager/landlord shall have the right to inquire into the applicant's payment behaviour. The submitted employer's or account statements will also be verified. The latter is only applicable if the applicant is self-employed. The costs of the said inquiries will not be charged to the applicant. The applicant is aware that the outcome of such inquiries may result in the property manager/landlord not approving the applicant for the residence or to impose additional conditions on the applicant.
- The applicant is aware that the above Information will be stored in a personal data registry as referred to in the Personal Data Protection Act (WBP). If a rental agreement is concluded, this data will be provided to the landlord.
- When registering for periods longer than 4 months, the data shall expire and will have to be provided again.

If you are employed

- Application form;
- Copy ID card or passport;
- Landlord Statement / Mortgage Statement (you can request this from your current landlord or the bank where you have your mortgage. If you are living at home, we do not need this);
- Extract from the BRP (to be requested from the municipality where you live);
- Recent employer's statement;
- Annual statement for the past year;
- 3 recent payslips;
- 3 proofs of salary payments: a bank statement or print screens showing the salary payments.

If you have your own business or are self-employed

- Application form;
- Copy ID card or passport;
- Landlord Statement / Mortgage Statement (you can request this from your current landlord or the bank where you have your mortgage);
- Extract from the BRP (to be requested from the municipality where you live);
- Annual accounts drawn up by an accountant or administration office (including annual figures, balance sheet and results);
- Auditor's report or compilation statement, signed and provided with signature by the auditor or administrative office;
- Recent extract from the Chamber of Commerce.

If you are retired

- Application Form;
- Copy of ID card or passport;
- Letter from SVB (Social Insurance Bank);
- Pension statement;
- Annual statements of all pensions.
- Landlord Statement / Mortgage Statement (you can request this from your current landlord or the bank where you have your mortgage);
- Extract from the BRP (to be requested from the municipality where you live);

Important information

- We request the documents from both the main applicant and co-applicant;
- Incomplete files will not be considered;
- Documents should not be older than three months;
- We kindly ask you to send in the documents as soon as possible

Privacy

We request that you cross out BSN and/or passport photos in connection with your privacy. These can be found on the following documents, among others:

- ID card/passport: both on front and back;
- Annual statement;
- Wage slips;
- Details from the tax authorities.

Employer statement Rental Property



Please note: to be filled out by one person, corrections are not allowed, salary specified according to the table, fill out completely

Information employer Name of employer
 Address of employer
 Postcode and town

Information employee Name of employer
 Address of employee
 Postcode and town
 Date of birth
 Employed since
 Position

Nature of employment an employment contract for an indefinite of time or permanently employment
 an employment contract for a specified period of time or is temporarily employed,
 contract runs from: until:
 income from a flexible employment relationship (e.g. temp, substitute or on-call worker)
 Are there plans to terminate the employment?
 Explanation
 Director/shareholder
 Is there a probationary period?
 If so, has it expired?

Statement permanent employment If the position and the working conditions stay the same, upon the termination of the fixed-period employment contract, will be succeeded by an employment.
 Yes No **extra** signature and company stamp:
 Name of signatory:

Income

1. Gross annual salary (1)	€	(base pay excluding overtime).
2. Holiday bonus (2)	€	
3. Irregular hours allowance	€	
4. Fixed (3) 13th month	€	
5. Provision (4)	€	
6. Fixed year-end bonus	€	
7. Overtime (5)	€	
8.	€	

Loans/ Attachment of earnings Have you provided a private loan to the employee? No Yes
 If yes, start date: Principal sum: € Duration: Annual payment: €
 Yes If yes, €
 Have there been an attachment of wages for the employee? No Until

Signature i, the undersigned, certify on behalf of the employer that all the information given is true.
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Verification For any verification questions, the following person may be contacted
 Name
 Phone

1) The gross annual salary for the usual number of work weeks in the sector. 2) For holiday vouchers 100% of the holiday vouchers' value. 3) Fixed means unconditional income components established in the labour contract. 4) If there is a commission scheme the amount of commission over the last 24 months. 5) If there is job-related overtime the amount of overtime over the last 24 months.

Landlord statement/ Mortgage statement



The undersigned: (current) landlord / manager / owner / mortgage holder *

Name
Address
Postcode Town

Declares that Mr/Mrs/Ms *
Adres
Postcode
Town

had properly fulfilled his/her financial obligations and currently has no outstanding rent/payments
always fulfils his/her financial obligations on time and properly
currently has an outstanding rent/payment of €
the owed rent excluding service/heating costs per month €
occupied the leased property starting from:
has acted like a good tenant and has consistently lived in the rented property as befits a
good tenant.

Signature / Company stamp

Landlord / manager / owner / mortgage holder *

Date

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* Cross out what does not apply