

Application Form Resident Rental

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Request for a property in the municipality(ies).....

1. Applicant's personal information rental home

Applicant surname

First Names

Male/Female* Single/Married/Registered partnership/Divorced/Living together*

Place and date of birth

Current address

Postcode/Town

Phone no. Private: Business:

E-mail

Profession

Citizen service number (Post) Bank account no.....

2. Personal details of spouse/partner*

Surname spouse/partner*

First Names

Male/Female* Single/Married/Registered partnership/Divorced/Living together*

Place and date of birth

Current address

Postcode/Town

Phone no. Private: Business:

E-mail

Profession

Citizen service number (Post) Bank account no.....

3. Information about desired property

Town(s)

Neighbourhood and/or street

Maximum rental price € incl./excl.* heating and service costs per month

Desired property Single-family home/flat with/without lift/ground floor flat/room/maisonette*

Desired number of rooms

From date

Reason for application

Special requests

4. Information about current residence

Current residence Rental property/purchased property/lodger * (if you are a lodger, we ask you to submit an extract civil registry).
Property type/no. of rooms Single-family home/flat/room/maisonette* room(s)
Current rent
Have you previously rented a property with us yes/no*

5. Family members

Number of children living with you D.o.b. Date /..... /..... m/f D.o.b. Date /..... /..... m/f
D.o.b. Date /..... /..... m/f D.o.b. Date /..... /..... m/f
D.o.b. Date /..... /..... m/f D.o.b. Date /..... /..... m/f

Other people living with you

Will musical instruments be played? Yes/no* If yes, which..... How many hours a day.....

Do you have pets? Yes/No* If yes, which

6. Do you have any payment obligations,

e.g. alimony/personal

loans/mortgage? Yes/No* if yes, which type of loan.....

Outstanding amount from today Amount € installments of €

From which financial institution?

General provisions

- Applicant and any other applicants should submit a copy of valid proof of identity.
- The information provided to us will be treated with the utmost confidentiality.
- One year, if necessary, shall be taken into account with this application. After this time, the application may be extended upon request by the applicant.
- Signing this form in no way entitles the applicant to the allocation of a residence.
- The applicant 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 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.

The applicant (and his/her spouse/partner) declares to have filled out this form truthfully.

Signature of applicant:

Signature of spouse/partner:

Location and date:

.....

Forms, which have not been completely filled out, signed, or with missing required attachments, will not be considered.

Attachments: 3

* Cross out that which does not apply

EMPLOYER STATEMENT

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 employee: Postcode and town: Date of birth: Employed since: Position:
Nature of employment	The employee has <input type="checkbox"/> an employment contract for an indefinite period of time or is permanently employment <input type="checkbox"/> an employment contract for a specified period of time or is temporarily employed, contract runs from: until: <input type="checkbox"/> income from a flexible working relationship: (e.g. temp, substitute or on-call worker) Are there any plans to end employment soon?: <input type="checkbox"/> no <input type="checkbox"/> yes If yes, information:..... Director/shareholder: <input type="checkbox"/> no <input type="checkbox"/> yes Is there a probationary period? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, has this expired? <input type="checkbox"/> no <input type="checkbox"/> yes
Statement permanent employment (if applicable)	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 contract for an indefinite period of time <input type="checkbox"/> yes <input type="checkbox"/> 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. <u>Fixed</u> (3) 13th month € 5. Provision (4) €..... 6. <u>Fixed</u> year-end bonus € 7. Overtime (5) € 8. €
Loans / Attachment of earnings	Have you provided a private loan to the employee? <input type="checkbox"/> no <input type="checkbox"/> yes If yes, start date: Principal sum: €..... Duration: Annual payment: €..... Have there been an attachment of wages for the employee: <input type="checkbox"/> no <input type="checkbox"/> yes If yes, € Until:
<p>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.</p>	
<p>I, the undersigned, certify on behalf of the employer that all the information given is true: Name of signatory:.....</p> <p style="text-align: right;">Signed in: Date: Signature and company stamp:</p>	
<p>For any verification questions, the following person may be contacted: Name: Phone:</p>	
<p><input type="checkbox"/> = check if applicable Attachment 1 of Application Form for Residence Rental</p>	

Statement (current) landlord/manager/owner/mortgage holder (banking institution)

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

Name: :

Address :

Postcode : Town:

Declare that Mr / Mrs / Ms *

Address: Postcode: Town:

- has 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:

* Cross out that which does not apply

Checklist of required documents that accompany the application form

Below is an overview of the documents that must always be sent in with the completed application form:

- Copy of valid passport/ID card of the applicant and any other applicants

- Landlord/manager/owner/mortgage holder statement with confirmation of good payment behaviour.

- Extract from the civil registry.

- Employer's statement(s)

- Copy of 3 recent successive payslips for the applicant (and partner)

- 3 recent consecutive bank statements (digital is allowed) where depiction of salary visible.

- Annual statement for last year

- In the event of divorce: divorce agreement

- If you want to include private equity, you must submit a copy of a bank statement.

- Additionally for the self-employed, director/shareholders:

- recent auditor's report with balance and profit/loss accounting for the past year

- recent extract from Chamber of Commerce

- For pensioners:

- Instead of an employer statement and salary slip, it is sufficient to supply copies of the annual statements from the past year

* check off which documents have been sent along with the application form as attachments