



# Van 't Hof Rijnland

## Vastgoedmanagement

### TENANT ELIGIBILITY REQUIREMENTS

In order to be eligible for a rented home, you must meet a number of requirements at the time of completing the registration form. We also need certain documents from you. Details can be found on the final page of the registration form.

The following is a summary of our letting conditions. If you complete a registration form on behalf of someone else as well as yourself, please provide the requested documents for both prospective tenants.

#### **Income criterion**

As a general rule, our income criterion is that the applicant's gross monthly salary must be 4 to 4.5 times the basic monthly rent. Any second income is counted half. Please note that student grants and loans and statements of guarantee by parents/third parties do not qualify as income.

Any periodic payment obligations are deducted from the income.

#### **Employer's certificate**

One of the required documents is a recent employer's certificate, duly signed by your employer. If you are employed on a temporary contract, you must provide a bank guarantee for an amount equal to three months' rent (inclusive of any service charges). The employer's certificate provides us with information about the type of your employment and, of course, your annual income. In addition to the employer's certificate you must also submit a recent payslip and the most recent annual income statement.

If you are self-employed, your registration form must be accompanied by a recent balance sheet and profit and loss account prepared by an accountant or bookkeeping firm. Self-employed applicants must also provide a bank guarantee for an amount equal to three months' rent (inclusive of any service charges).

#### **Identification**

Your registration form must be accompanied by a copy of a valid ID.

#### **Your current home situation**

To enable us to assess your current home situation, you are also required to provide details in this regard. Depending on your home situation, we would like to receive the following information:

- if you currently rent a home: a landlord statement duly completed by your landlord
- if you currently own a home: a mortgagee statement issued by your mortgage lender
- if you currently live in with someone: an extract from the Municipal Personal Records Database.

#### **Tenancy period**

The tenancy agreement will be concluded for a minimum term of 12 months.

#### **Registration fee**

When we have processed your registration form, you will be charged a one-off fee of € 35 inclusive of VAT (except in case of a new-build home). Your registration is valid for 12 months. On expiry of the 12-month registration period you can extend your registration by sending us a written notice.

#### **Letting costs**

If you rent a home from our portfolio through our firm, we charge a one-off agency fee between € 170,00 and € 350,00 (exclusive of VAT and exclusive of the supply of any nameplates at € 17.50 apiece).



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### REASONS FOR NOT CONSIDERING A REGISTRATION FORM

Unfortunately, not everyone is eligible for a rental home from Van 't Hof Rijnland. For your convenience as a prospective tenant, we have listed the most frequent reasons for not considering a registration form.

The most common reasons for rejecting someone as a prospective tenant are the following:

- applicants who do not meet the above-mentioned income criterion independently cannot be accepted as tenants. A partner's income counts for 50% towards meeting this income criterion.
- We are unable to offer rented accommodation to students who do not independently meet the income criterion. Because a student's income is usually not derived solely from paid employment, the following additional limitations apply to students:
  - student grants and loans do not qualify as income,
  - (parental) contributions towards the cost of living do not qualify as income.
- We do not rent to individuals who intend to live together but are not in a love or family relationship with each other.
- Our rental homes may not be rented and/or occupied by more than two adults. This is not negotiable to the owners we represent. Accordingly, a rented home may not be shared either.
- It is not possible to enter into a tenancy agreement solely on the basis of your assets. We can add 10% of the value of your assets to your annual income, but the rest of the income criterion must be met by income from employment, income from pension or other benefits, or income from self-employment.
- Self-employed persons must provide us with a recent profit and loss account, prepared by an accountant or bookkeeping firm. A draft version is not acceptable.

If you have any questions about the requirements for registration or the documents to be submitted, please contact us using the contact details provided below. You may also contact us for further information if your registration form has not been accepted for consideration. In case of any unintended differences between the Dutch and English version, the Dutch version prevails.

### Van 't Hof Rijnland Vastgoedmanagement B.V.

#### HEAD OFFICE

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Website	<a href="http://www.hof-rijnland.nl">www.hof-rijnland.nl</a>
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#### REGIONAL OFFICES

Regional Office Utrecht Groenewoudsedijk 40 3528 BK UTRECHT (t) 030 – 291 73 74 (f) 030 – 291 73 70 (e) <a href="mailto:utrecht@hof-rijnland.nl">utrecht@hof-rijnland.nl</a>	Regional Office The Hague Prinsenhof Carolina van Nassaustraat 351 2595 SV THE HAGUE (t) 070 – 304 59 40 (f) 070 – 304 59 49 (e) <a href="mailto:denhaag@hof-rijnland.nl">denhaag@hof-rijnland.nl</a>	Amvest Office Ypenburg Frits Diepenlaan 57 2497 DN THE HAGUE (t) 070 – 336 70 55 (f) 070 – 336 70 50 (e) <a href="mailto:ypenburg@hof-rijnland.nl">ypenburg@hof-rijnland.nl</a>
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