

**Application form for
rented housing**

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Application for rented housing in the municipality/municipalities of:

1. Personal details of the applicant

Applicant's family name

First names

Male/Female * Unmarried/Married/Registered partnership/Divorced/Cohabitee*

Place and date of birth

Current address

Postcode/Town

Telephone Home :..... Work :.....

E-mail

Social security number

Bank account number:.....

2. Personal details of spouse/partner*

Spouse's family name

First names

Male/Female * Unmarried/Married/Registered partnership/Divorced/Cohabitee*

Place and date of birth

Current address

Postcode/Town

Telephone Home :..... Work :.....

E-mail

Social security number

Bank account number:

3. Details of the property you would like to rent

Town(s)

Area and/or street

Maximum rent € incl./excl.* heating costs and service charges per month

Type of property Single-family house/Flat with/without lift/Ground-floor flat/Room/Maisonette

Number of rooms required

Effective date

Reason for application

Special requirements

* Please delete as appropriate

4. Details of your current home

Current home Rented /Owner-occupied/ Living with family/friends* (if living with family or friends, please submit an extract from the population register).

Type of property/

number of rooms Single-family house/ Flat/ Room/ Maisonette* room(s)

Current rent

Have you rented a home from us before? Yes/No*

5. Details of everyone who will be living with you in your new home

Children living at home	Date of birth/...../.... .. M/F	Date of birth/...../.... .. M/F
	Date of birth/...../.... .. M/F	Date of birth/...../.... .. M/F
	Date of birth/...../.... .. M/F	Date of birth/...../.... .. M/F

Other household members

Will musical instruments be played? Yes/No*

If yes, what instruments How many hours a day

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

6. Do you have any financial commitments?

(e.g. maintenance or alimony/ personal loans/mortgage) Yes/No* If yes, please specify

To be paid after today: Amount € Instalments of €

Name of lender

General terms and conditions

- A registration fee of € 35,- (inclusive VAT) is charged for registration as an applicant for rented housing.
- This application form must be accompanied by photocopy of a valid ID (passport, driving license, identity card)
- The information furnished by the applicant will be treated in the strictest of confidence.
- Registration period is for one year; after this period, the registration period can be extended at the request of the applicant.
- The applicant's signature on this form does not guarantee that a dwelling will be in fact be allocated to him.
- This form must be accompanied by documentary evidence of the applicant's income.
- If the applicant decides to take the tenancy of a particular property, the tenancy agreement to be signed by the applicant will be the standard agreement used by the landlord in question.
- All verbal and written communications about the letting of property are subject to the granting of a permit by the competent authorities and subject to approval by the owner/landlord. If it transpires subsequently that no permit has been obtained from the competent authorities and/or that no approval has been given, no tenancy agreement has been concluded and no rights can be derived vis-à-vis us or any third parties from any statements made by us, in the broadest sense. We do not accept any liabilities in this regard.
- In the case of managed property, a non-recurring tenancy charge will be raised in accordance with the terms and rates of the Dutch Association of Real Estate Brokers and Real Estate Experts (NVM), which amount is subject to a maximum of € 185 in the case of a (basic) monthly rent of € 294 or more.
A non-recurring charge of € 75 is raised for renting a garage or parking space.
The above mentioned charges are exclusive of and subject to VAT (BTW).
- By signing this application form, the applicant agrees that the property manager/landlord may check the applicant's payment record. The applicant will not be charged for the costs associated with such a check. The applicant is aware that the outcome of the check may prompt the property manager/landlord to decide not to allocate the dwelling or to impose additional conditions.
- The applicant is aware that the above information will be included in a database as defined in the Personal Data Protection Act (WBP). If a tenancy agreement is signed, this information will be provided to the landlord.

Signature of applicant

Signature of spouse/partner

Place and date

.....

.....

.....

Forms will be accepted only if signed, filled in completely and accompanied by the required documents.

Appendices:4

* please delete as appropriate

Declaration

By (current) landlord/property manager/owner/mortgagee (bank)

The undersigned: (current) landlord / property manager / owner / mortgagee *

Name :

Address :

Postcode : Town:

declares

that Mr / Ms * :

Address : Postcode : Town :

- Has consistently met his/her financial obligations to be undersigned and, as of today's date, has no rent or other payment arrears
- Has always met his/her financial obligations to be undersigned of time
- Currently has outstanding rent/payment arrears of €
- The monthly rent (excl. heating costs and service charges) amounts to €
- Has lived in the rented property since
- Has conducted himself/herself and has taken proper care of the rented property as a good tenant

Signature/stamp of the
Landlord / property manager / owner / mortgagee *

.....

Date:

Single direct debit mandate form for payment of registration fee

The undersigned authorizes Van 't Hof Rijnland Vastgoedmanagement BV to collect the sum of € 35 by debit from his/her bank account only once for registration as an applicant for rented housing. This mandate is irrevocable and any direct debit made pursuant to this mandate cannot be reversed. The direct debit will be made within 14 days of the date of registration.

Family name :

Initials :

Address :

Postcode :

Town :

Bank account number :

Date :

Signature :

To be filled in by an employee of Van 't Hof Rijnland Vastgoedmanagement BV

Application form for rented housing dealt with by :

EMPLOYER'S CERTIFICATE

IMPORTANT!

This form must be completed in full by one person; no corrections allowed; please specify salary as per table

Employer's details	Employer's name : Employer's address : Postcode and town :
Employee's details	Employer's name : Postcode and town : Date of birth : Employment start date : Job title :
Type of employment relationship	The employee <input type="checkbox"/> has a permanent contract of employment or holds a permanent appointment <input type="checkbox"/> Has a fixed-term contract of employment or holds a temporary appointment <input type="checkbox"/> Earns an income on the basis of a flexible employment relationship, i.e.: (e.g. agency worker, stand-in worker, on call worker) Is there any extension to terminate the employment in the near future? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain : Director/shareholder: <input type="checkbox"/> no <input type="checkbox"/> yes
Statement regarding continuation of employment (where applicable)	If the employee's performance and the employer's circumstances do not change, the fixed-term contract of employment will be followed, upon its termination, by a permanent contract of employment: <input type="checkbox"/> Yes <input type="checkbox"/> no extra signature and corporate stamp: Signatory's name :
Income	1. Gross annual salary (1) € (basic salary excluding overtime) 2. Holiday pay (2) € 3. Unsocial hours allowance € 4. Fixed (3) 13 th month's salary € 5. Commission (4) € 6. Fixed year-end bonus € 7. Overtime € 8. €
Loans / wage garnishment	Have you extended a private loan to the employee? <input type="checkbox"/> No <input type="checkbox"/> yes If yes, effective date : Principal sum: € Term : Annual payment : Has the employee's salary been garnished? <input type="checkbox"/> No <input type="checkbox"/> yes If yes, € Until
1) the gross annual salary for the usual number of working weeks in the business sector in question. 2) In the case of holiday vouchers: 100% of the value of the holiday vouchers. 3) "Fixed" means: unconditional income components laid down in the employment contract. 4) In the case of commission, please state the appropriate amount for the past 24 months. 5) In the case of overtime payments, please state the appropriate amount for the past 24 months.	
The undersigned certifies on behalf of the employer that this form has been completed truthfully: Signatory's name :	Signed in : On : Signature and corporate stamp:
For verification of the above information please contact: Name : Telephone :	
<input type="checkbox"/> = please tick as appropriate	

Checklist of documents to be submitted with the application form

The following documents must be submitted with the completed application form:

- Photocopy of a valid IP (passport, driving license, identity card) of the applicant and any joint applicant(s).
- Completed and signed direct debit mandate form.
- Declaration by the landlord / property manager / owner / mortgage of your current home regarding your payment performance. If you currently live with family or friends, please submit an extract from the population register ('bevolkingsregister').
- Employer's certificate
- Photocopy of a recent payslip of the applicant (and his/her partner)
- Year-end pay statement (for the previous year)
- Photocopy (provisional) divorce settlement, if applicable.
- You will need to provide a copy of one or more bank statements if you want to let us to determine your maximum rent.

Self employed persons, directors/shareholders must also submit the following:

- The audited financial statements for the previous year
- A recent extract from the Trade Register

Pensioners:

- Pensioners may submit photocopies of the annual pension statement(s) for the previous year (instead of an employer's certificate and payslip)

* please tick the appropriate boxes to indicate which documents you have enclosed with the application form.