

Naritaweg 211, 1043 CB Amsterdam  
Postbus 17106, 1001 JC Amsterdam  
T: 020 5 217 217 F: 020 5 217 227  
E-mail : woontank@recourt.nl

**Personal details**

1<sup>st</sup> applicant

2<sup>nd</sup> applicant

Name	:	.....m/f	.....m/f
First name(s)	:	.....	.....
Address	:	.....	.....
Postcode	:	.....	.....
Place	:	.....	.....
Resident/ buy. rent.	:	.....	.....
Home telephone no.	:	.....	.....
Work telephone no.	:	.....	.....
Date of birth	:	.....	.....
Birthplace	:	.....	.....
Civil status	:	.....	.....
E-mail address	:	.....	.....
Bank account no.	:	.....	.....
Personal liabilities	:	.....	.....

**Employer**

1

Name of employer	:	.....	.....
Address of employer	:	.....	.....
Business location of employer:	:	.....	.....
Occupation	:	.....	.....
Employed since	:	.....	.....
Gross annual salary	:	€.....	€.....

**House to rent :**

Adres/ nr .....  
Postalcode/ City .....  
Rental price .....

**Household composition**

Number of persons .....persons  
 single  married / living together  
 single with .....kid(s)  married / living together with .....kid(s)

**Current house**

Your current house is a  rental  owner  resident  
 What is the bare rent or the sales price? €.....  
 Who is the landlord or owner of your house? .....

## Finance

Do you or your partner have any financial obligations next to the standard mortgage/rent?  no  yes €..... with a monthly payment of €.....

---

## Income requirements

Before you register please ensure that you meet the income requirement. You must meet the income requirement in order to be eligible for an apartment. We automatically carry out a credit check as part of our standard procedure.

If you are sole wage earner your annual income must be at least 45 times the monthly rent. If you divide your gross annual income by 45, you will see which apartments you can apply for.

If you are a dual income household, the first person needs to have an gross annual income of 40 times the monthly rent and the second person 30 times the monthly rent.

## Documents

In order to show that you meet the above-mentioned income requirement, please enclose the following documents with your application:

- A copy of the 3 most recent pay slip
- A copy of the 3 most payments on your bankaccount
- A copy of your identity card (paspoort and dutch ID-card)
- A statement by your employer
- A statement of your landlord or mortgage provider.
- An extract from the population register

The statement by your employer, which is enclosed, must be fully completed. If you are unable to enclose a statement by your employer, please enclose the following documents

- A copy of your annual statement for income tax purposes
- A copy of your tax slip

You yourself must fill in your gross annual income on the registration form.

The above-mentioned documents simply support your application.

## Self-employed / private business owners

If you are self-employed you will need to provide a bank guarantee. The size of the bank guarantee will depend on your profit.

If you are self-employed you are kindly requested to enclose the following documents.

- An audit certificate
- A recent extract from the trade register of the Chamber of Commerce
- A copy of your profit and loss account.

## Pensioners

If you have retired, please enclose copies of documents that show your gross annual income or supplementary income with the completed registration form. We take into account the fact that pensioners pay approximately 30% less income tax.

## Assets

In order to be able to meet the income requirement you can add 10% of any assets you own to your gross annual income. If you wish to do this, please enclose copies of documents such as bank statements that show these assets with the completed registration form.

## Changes

If your personal situation or your employment status changes please notify us of the changes in writing.

**General provisions:**

- The applicant shall provide the income data, such as an employer's certificate, a recent salary specification and/or annual statement before signing of the rental agreement.
- If you are self-employed, you will need a certified from your accountant as well as an extract of the trade register.
- If you are self-employed, you must take into account the provision of a bank guarantee. The height of the bank guarantee depends on the profit with a minimum of 3 months rent incl. service charge.
- Applicant shall provide before the signing of the rental agreement, a copy of an identity document (passport, identity card or driver's license) is required.
- The applicant shall provide for the signing of the lease, to give a statement of the current owner/landlord; in case when you own a house there should be a statement by the mortgage provider (bank).
- An application may be rejected without reason.
- The data filled in this form may be used for the purpose of housing market research.
- Applicant will sign the rental contract that is common to the relevant landlord. Rental Contracts are entered at any time as relevant to the landlord (on every day or the 1<sup>st</sup> of 16<sup>th</sup> of the month). Rental agreements are for a period of at least one year where the tenant should be prepared to give permission for the direct debit for monthly payment obligations.
- Any liability on the expected date of delivery on our part is excluded. (new buildings)
- In the case of renting a property or parking space there are single transaction costs of max € 300,- incl tax (different for each owner). These transaction costs are non-refundable.
- If applicant after he/she is accepted by the landlord still decides not to sign the lease, the single transaction cost of max € 250, = incl. VAT will be charged. By signing this application form, each applicant gives approval to Jacobus Recourt Makelaars in case of cancellation to automatically collect the amount of max € 250, = incl. VAT by the above account number. The undersigned declares to have fully and truthfully filled out the above information
- Applicant recognises, that the information above be included in a single registry referred to in the law Protection personal data protection Act (WBP) and this will of course be treated confidentially.
- As a member of the NVM, we do participate in the traffic light-Covenant. This is a collaboration between the brokers Association Amsterdam (nvm) and the regional police force Amsterdam-Amstelland.

3

If applicant after he/she is accepted by the landlord still decides not to sign the lease, the single transaction cost of max € 250, = incl. VAT will be charged. By signing this application form, each applicant gives approval to Jacobus Recourt Makelaars in case of cancellation to automatically collect the amount of max € 250, = incl. VAT by the above account number. The undersigned declares to have fully and truthfully filled out the above information

Iban nr .....

This form does not commit you or the landlord to sign the rental agreement..

The above questions are filled in correctly.

Signature of 1st applicant..... Place and date: .....

Signature of 2nd applicant..... Place and date: .....

**Only fully completed forms with the required documents, will be taken into consideration. We will run a credit check which means that your financial situation overall is reviewed, if the credit check is positive and you meet the requirements of th eowner we can draw up an agreement.**