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In order to qualify for a rental property, you must upon submitting the registration form fulfil a number of conditions. In addition, there are several documents which we'd like to receive from you. The last page of the registration form lists which documents these are. Below, we provide a summary of our rental conditions. If you are filling a registration form on half of two people, we ask you to submit the required attachments for both tenants.

## **Income standard**

A general guideline for the income standard is that the gross monthly income should amount 4 or 4.5 times the monthly base rent. If there is a second income, half of it is taken into account. Student financial aid and any guarantees from parents/third parties are not regarded as income. Any payment obligations are deducted from the income.

## **Employer's declaration**

An employer's declaration is requested on the registration form. This statement should be recent and signed by the employer. In the case of temporary contracts without a declaration of intent we are obliged to ask for a bank guarantee or deposit of 3 months rent, including any service charges. The employer's declaration allows us to evaluate your type of employment and of course your annual income. In addition to the employer's declaration, you must submit three recent consecutive pay slips and the most recent annual statement. If you are self-employed, you must submit a recent balance sheet prepared by accountant, including a profit and loss account. Independent entrepreneurs are also required to submit a bank guarantee or deposit of 3 months rent, including any service charges.

## **Identification**

In addition to income data, you must also submit a copy of your identification document with the application form.

## **Details current living situation**

In order to gauge your current living situation, you must supply data on this as well. Depending on your living situation, we'd like to receive the following data:

- If you rent a house: a property declaration filled in by your landlord
- If you own a house: a mortgage statement from the mortgage lender.
- An extract from the municipal administration

## **Rental period**

All lease agreements have a minimum duration of 12 months.

## **One-off tenant charges**

If a lease agreement for a property under our management is concluded through mediation on our part, the tenant is not charged for this.

## Reasons for not processing a registration form

Unfortunately, not everyone is eligible for a Schep Vastgoedmanagers rental property. To help you as a prospective tenant, we have listed the most common reasons for not processing a registration form. The most common reasons for mandatory rejection are: ☒

- We can not welcome aspiring tenants who do not independently meet the income standard mentioned above. We can include half a partner's income in calculating whether you meet this income standard. ☒
- We can not offer housing to students who do not independently meet the income standard. Because students' income usually does not only consist of one derived from employment, the following additional income conditions apply:
  - We can not regard student financial aid as income.
  - We can not regard a (parental) contribution towards the cost of living as income. ☒
- Those who wish to engage in cohabitation without romantic or familial ties are not accepted as tenants. ☒
- It is not possible to rent or inhabit a house with more than two adults. This is regarded as non-negotiable by our landlords. This also means that home sharing is not possible. ☒
- We can not enter into a lease agreement on the basis of equity capital alone. We are allowed to add 10% of the equity capital to your annual income, but the rest of the income standard must be derived from employment, (pension) benefits or a one's own company. ☒
- Self-employed entrepreneurs must be able to provide us with a recent profit and loss account, prepared by an accountant or a trust office. A draft version will unfortunately not suffice. If there are any questions about the registration requirements or about the various attachments that we require, you can contact us using the contact details below. You can also contact us for further details on the reasons for not processing a registration form.