

Checklist of required documents



Main Office Zoetermeer
J.L. van Rijweg 20, Postbus 612
2700 AP Zoetermeer
088 126 6666
verhuur@schepvastgoed.nl

Office The Hague
Prinses Beatrixlaan 582
2595 BM Den Haag
088 126 6670
denhaag@schepvastgoed.nl

Office Rotterdam
Oudehoofdplein 4
3011 TM Rotterdam
088 126 6660
nieuwbouw@schepvastgoed.nl

Office Utrecht
Hogeweide 462
3544 PX Utrecht
088 126 6630
verhuur-utrecht@schepvastgoed.nl

If you are employed

- Application form;
- Copy of ID card or passport;
- Landlord Statement / Mortgage Statement (you can request this from your current landlord or the bank where you have your mortgage. If you are living at home, we do not need this);
- Extract from the BRP (to be requested from the municipality where you live);
- Recent employer's statement;
- Annual statement for the past year;
- 3 recent payslips;
- 3 proofs of salary payments: a bank statement or print screens showing the salary payments.

If you have your own business or are self-employed

- Application form;
- Copy of ID card or passport;
- Landlord's statement / mortgage statement (you can request this from your current landlord or the bank where you have your mortgage);
- Extract from the BRP (to be requested from the municipality where you live);
- Annual accounts drawn up by an accountant or administration office (including annual figures, balance sheet and results);
- Auditor's report or compilation statement, signed and provided with a signature by the auditor or administrative office;
- Recent extract from the Chamber of Commerce.

If you are retired

- Application Form;
- Copy of ID card or passport;
- Landlord's statement / mortgage statement (you can request this from your current landlord or the bank where you have your mortgage);
- Extract from BRP (to be requested from the municipality where you live).
- Letter from SVB (Social Insurance Bank);
- Pension statement;
- Annual statements of all pensions.

Important information

- We request the documents from both the main applicant and co-applicant;
- Incomplete files will not be considered;
- Documents should not be older than three months;
- We kindly ask you to send in the documents as soon as possible.

Privacy

We request that you cross out BSN and/or passport photos in connection with your privacy. These can be found on the following documents, among others:

- ID card/passport: both on front and back;
- Annual statement;
- Wage slips;
- Details from the tax authorities.