

**INSTRUCTION/ORDER FOR MAKING RENTAL AGREEMENT**

**CLIENT(S)**

Tenant 1 Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Phone nummer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tenant 2 Name: \_\_\_\_\_

Current address: \_\_\_\_\_

Phone nummer: \_\_\_\_\_ E-mail: \_\_\_\_\_

Hereafter referred to as "The Client",

**INSTRUCTS VESTING VASTGOED**

**OBJECT (ADDRESS):** \_\_\_\_\_

**In consideration that:**

- the client confirms that he/she is willingly giving us the order to make a rental contract.
- Vesting Vastgoed arranges the rental contract between the landlord and client. Vesting Vastgoed is not a party herein and thus cannot be held responsible for any negligence or incorrect information from either party That the client instructs
- The client is aware that the fee of the contract- and administration costs are , to works as an intermediary when making the rental contract.

**Have agreed as follows:**

The client, on their own initiative, instructs the agency to carry out activities in order to draw up a rental agreement with the objective to be considered as the new tenant of abovementioned object. These activities include a.o. but not only; composing a complete and attractive file in order to be introduced to the landlord (requesting extra and missing documents/information), drawing up the rental agreement, any additional documents and a detailed contract meeting. If applicable, the agency intermediates between previous tenant and client (e.g. deposit and take-over).

The following documents\* will be provided by the tenant candidate. The client is responsible for the accuracy of the given information. (send this by e-mail to [verhuur@vestingvastgoed.nl](mailto:verhuur@vestingvastgoed.nl)).

- Copy of valid ID
- Copies of recent proof of income
- Copy of recent proof of student loan (if applicable)
- Copy of valid ID and proof of income guarantor
- Landlord declaration (good behaviour)

The fee concerning the abovementioned services will be definite as soon as the landlord has confirmed client to be the new tenant. The client then owes Vesting Vastgoed a fee of € 255,00 incl. V.A.T. Which is considered a reasonable compensation for the activities that Vesting Vastgoed has conducted. Client will receive an invoice together with the drawn up documents, which has to be paid within the given payment period.

By signing this form, the client agrees with the abovementioned terms and conditions. Upon cancellation after confirmation from the landlord, for any reason, the client is bound to pay the abovementioned costs within 5 days after the first request.

\*I hereby give Vesting Vastgoed permission to share my submitted information with the landlord of abovementioned object.

**THUS AGREED**

The Client(s): \_\_\_\_\_

Place, date: \_\_\_\_\_ , \_\_\_\_\_