

REQUIRED DOCUMENTS FOR RENTAL APPLICATION

When you wish to proceed with renting the property after the viewing, we kindly ask you to provide the following documents for your application — including those of any co-tenant(s) and/or guarantor(s).

We request that you submit all available documents as soon as possible. Any missing or pending documents (for example from a landlord, employer, or accountant) can be provided in the following days.

Based on this application file, we will screen your profile and assess whether you meet the rental requirements. If approved, we will present your application to the landlord.

Important:

- Screenshots are not accepted; please always submit official PDF documents.
- Your BKR report can be downloaded by selecting “print” and saving it as a PDF (no need to request or pay for it).
- Your BRP extract (via MijnOverheid) can also be downloaded by selecting “print” and saving it as a PDF (no need to request or pay for it).
- Your current residential address must match your official registration.
- Are you married? Then both partners are automatically considered tenants, and we require documents from both.
- Do you have a guarantor? Then we require all necessary documents from both you and the guarantor.

Please send your complete application to: info@newspacerentals.com

If the files are too large, you can also submit them via a WeTransfer or Google Drive link to ensure everything is received properly.

To make things easier, we have included a checklist of the required documents on the following pages:

REQUIRED DOCUMENTS FOR RENTAL APPLICATION

THE FOLLOWING DOCUMENTS ARE REQUIRED

IF EMPLOYED:

- Color copy of a valid ID (Passport or EU Identity Card).
Tip: Use the [KopieID app](#) from the Dutch government to make a safe copy of your ID.
- Selfie holding your passport or identity card (ID card only for EU citizens).
- IND documents or sticker.
- Copy of Dutch residence permit (front and back).
- BRP extract (municipal registration, max. 3 months old).
- Original employer's statement (attached).
This form confirms your employment status and must be signed and stamped, and not older than one month. Request it from your HR department or supervisor.
- Signed employment contract.
- Recent payslips from the past 3 consecutive months (hide your BSN/social security number).
- Proof of salary deposits on your bank account for the past 3 months (salary transactions only).
- Bank statements of the last 3 rent or mortgage payments.
- Color copy of your bank card, with your name clearly visible.
- Selfie with your bank card, with your name clearly visible.
- Bank statement showing only your current balance/savings (no visible private transactions).
- Landlord reference letter if you currently rent (attached),
or a mortgage statement if you are a homeowner.
- Copy of your marriage certificate.
- Credit report from BKR – can be requested for free via mijnbkr.nl.
If you are not (or have not been) residing in the Netherlands, please provide a comparable credit report from your country of residence so that we can obtain a clear understanding of your financial capacity.

IF SELF-EMPLOYED:

- Color copy of a valid ID (Passport or EU Identity Card).
Tip: Use the [KopieID app](#) from the Dutch government to make a safe copy of your ID.
- Selfie holding your passport or identity card (ID card only for EU citizens).
- IND documents or residence sticker.
- Copy of Dutch residence permit (front and back).
- BRP extract (municipal registration, max. 3 months old).
- Chamber of Commerce extract (max. 3 months old).
- Copy of most recent income tax return.
- Annual financial statements for the past 3 years.
- Accountant's declaration.
- Bank statement showing current balance only (without visible transactions).
- If on payroll – 3 recent and consecutive payslips.
- If on payroll – Proof of salary deposits on your bank account.
- If on payroll – Color copy of the bank card (salary account), name must be clearly visible.
- Selfie with your bank card, name must be clearly visible.
- Landlord reference letter if your business currently rents (attached).
- For freelancers: Credit report from BKR – can be requested for free via mijnbkr.nl.
If you are not (or have not been) residing in the Netherlands, please provide a comparable credit report from your country of residence so that we can obtain a clear understanding of your financial capacity.

REQUIRED DOCUMENTS FOR RENTAL APPLICATION

IF STUDENT:

- Color copy of a valid ID (Passport or EU Identity Card).
Tip: Use the [KopieID app](#) from the Dutch government to make a safe copy of your ID.
- Selfie holding your passport or identity card (ID card only for EU citizens).
- IND documents or residence sticker.
- Copy of Dutch residence permit (front and back).
- BRP extract (municipal registration, max. 3 months old).
- Proof of enrollment from your educational institution.
- Color copy of your bank card, with your name clearly visible.
- Selfie with your bank card, with your name clearly visible.
- Bank statement showing only your current balance/savings (no visible private transactions).
- Landlord reference letter if you currently rent (attached).
- Credit report from BKR – can be requested for free via mijnbkr.nl.
If you are not (or have not been) residing in the Netherlands, please provide a comparable credit report from your country of residence so that we can obtain a clear understanding of your financial capacity.
- Documents of guarantor.

IF GUARANTOR:

- Color copy of a valid ID (Passport or EU Identity Card).
Tip: Use the [KopieID app](#) from the Dutch government to make a safe copy of your ID..*
- Selfie holding your passport or identity card (ID card only for EU citizens).
- IND documents or residence sticker.
- Copy of Dutch residence permit (front and back).
- BRP extract (municipal registration, max. 3 months old).
- Original employer's statement (attached).
This form confirms employment status and must be signed and stamped, and not older than one month. Request it from your HR department or supervisor.
- Signed employment contract.
- Recent payslips from the past 3 consecutive months (hide BSN).
- Proof of salary deposits on your bank account for the past 3 months (salary transactions only).
- Bank statements of the last 3 rent or mortgage payments.
- Color copy of your bank card, with your name clearly visible.
- Selfie with your bank card, with your name clearly visible.
- Bank statement showing only your current balance/savings (no visible private transactions).
- Landlord reference letter if you currently rent (attached),
or a mortgage statement if you are a homeowner.
- Copy of your marriage certificate.
- Credit report from BKR – can be requested for free via mijnbkr.nl.
If you are not (or have not been) residing in the Netherlands, please provide a comparable credit report from your country of residence so that we can obtain a clear understanding of your financial capacity.