

Sign up? Which documents do you need



LAUQUIUS Amsterdam
aan het water

Which documents do you need

The documents below are the document you have to upload with your registration. Without the documents your registration is not complete.

The income of the main and co-tenant must be demonstrated with documents.

Identity

- copy of ID, with crossed out/illegible social security number and marked as a copy.
- extract from the BRP population register, with personal data and historic address details.
- mortgage or landlord declaration (depending on your current home).

Paid employment

- 3 most recent payslips, with crossed out/illegible social security number
- copy or selected bank statement, stating the bank number with your name and salary deposits
- recent employer's declaration
- income declaration from the tax authorities (D-G form or IB 60)
(online via my www.belastingdienst.nl)

Independent

- extract from the Chamber of Commerce
- profit and loss account of the most recent complete financial year (via a recognised administration office)
- income declaration from the tax authorities (D-G form or IB 60)
(online via my www.belastingdienst.nl)

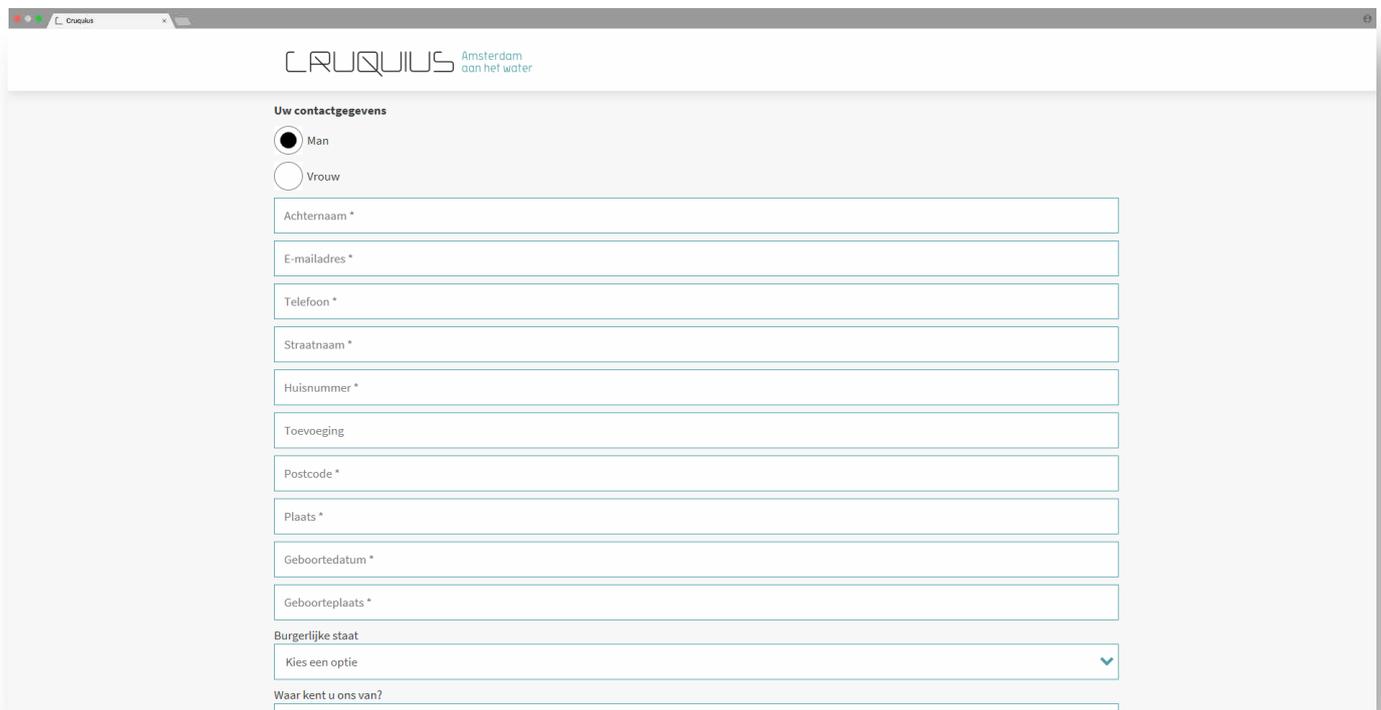
Pension/benefits

- annual statement of your pension fund(s)
- income declaration from the tax authorities (D-G form or IB 60)
(online via my www.belastingdienst.nl)

To the registration page Registration form

Go to the www.cruquius.nl website and click on the '**Register now!**' button

You will see the registration start page, comparable to the image below.



The image shows a screenshot of a web browser displaying the registration form for Cruquius. The browser's address bar shows 'Cruquius'. The page header features the Cruquius logo and the tagline 'Amsterdam aan het water'. The main content area is titled 'Uw contactgegevens' and contains the following fields:

- Gender selection: Man, Vrouw
- Achternaam *
- E-mailadres *
- Telefoon *
- Straatnaam *
- Huisnummer *
- Toevoeging
- Postcode *
- Plaats *
- Geboortedatum *
- Geboorteplaats *
- Burgerlijke staat: Kies een optie (dropdown menu)
- Waar kent u ons van? (text input)

The online registration form will ask you questions about your income, assets and current home. These will be used to assess whether we can assign you a suitable property.

You can naturally also use this form to indicate your preferences for the apartments. We will try to take your wishes and possibilities into account as much as possible when allocating the apartments.

Digital file

An online file (IDD) will be created for you during the online registration process, based on your email address and the password you have chosen. You can upload the required documents in this profile.

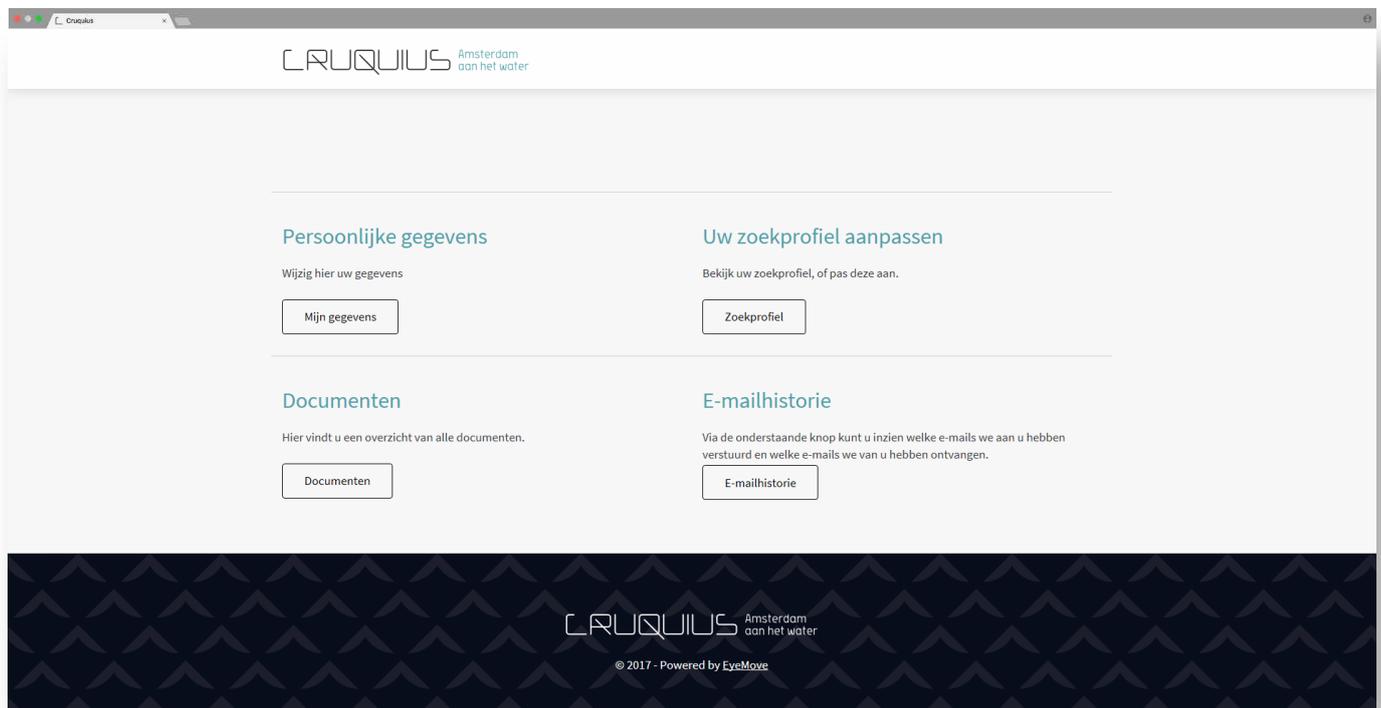
You can also provide us with details of any possible partner on this form. Your partner will subsequently also be given an own online profile for uploading the required documents.

Please note: one registration is sufficient. Even if you want to rent together with your partner. The system will, however, create a separate file for your partner with his/her own email address and password.

You will both need to upload your personal documents in your own digital file.

Uploading documents

You will be presented with a new screen once you have filled in the online registration form and you will receive an email stating the information has been received. You and any possible co-tenant can now log in to your own files via the website with your own email address and password.



You will see a comparable screen once you have logged in. Use the '**Documents**' button to go to the upload section.

Uploading

Uploading documents can be done any time which suits you. Collect all the required documents and convert these to PDF files. Create one PDF file of a document which consists of several pages. The three most recent salary slips and bank statements can be uploaded separately.

The screenshot shows a web browser window with the Cruquius logo and the text "Amsterdam aan het water". The page title is "Documenten uploaden". The main content includes instructions on how to upload documents, a list of required documents, and a section for "Verplichte velden" (Required fields) with upload buttons for each.

Documenten uploaden

Onderstaande velden kun je gebruiken voor de upload van je documenten naar ons systeem. Niet alle velden zijn noodzakelijk, gebruik alleen degene die voor jouw situatie van toepassing zijn.

[Zie de veel gestelde vragen](#) op de website om te zien welke documenten er voor jou van toepassing zijn!

Kies in een van de beschikbare velden de knop "Bestand Kiezen". Navigeer naar je bestand en kies openen. Vervolgens staat je bestand klaar voor verzending. Wil je de bestanden definitief verzenden naar ons systeem, klik dan op "Opslaan" onder aan de pagina.

Je kunt je altijd weer opnieuw inloggen om de overige documenten te uploaden, zolang de inschrijving open staat.

Heb je alle bestanden geüpload die voor jou noodzakelijk zijn, klik dan op "ik heb al mijn documenten geüpload" onder aan de pagina.

Verplichte velden

Niet alle velden zijn nodig, ben je geen zelfstandig ondernemer dan hoeft je deze velden natuurlijk niet te gebruiken. Heb je extra velden nodig dan kun je de nog beschikbare gebruiken. Ook als deze een andere veldnaam hebben. Wij zien welke documenten je geüpload hebt en bekijken ze allemaal voor de toewijzing.

Tip: geef de documenten op andere velden de naam van de inhoud.

Zodra je documenten hebt opgeslagen, verdwijnt het veld en zie je het document die je hebt geüpload bovenaan de pagina ter bevestiging. Je kunt deze niet meer wijzigen of verwijderen.

Let op: Je ontvangt **geen** bevestiging als je alle documenten hebt aangeleverd!

Kopie legitimatiebewijs

Meest recente salarisstroken 1

Meest recente salarisstroken 2

Please note! Opt for **'save'** at the bottom of the page once you have uploaded one or several documents. Always do this before leaving the page, otherwise your files will not be saved.

Have you uploaded all the documents?
Then click on **'I have uploaded all my documents'**. We will subsequently be informed that your file is now complete.



The screenshot shows a web browser window with the Cruquius logo and tagline 'Amsterdam aan het water'. The page contains a form with several input fields, each with a 'Bladeren...' button to its right. The fields are labeled as follows:

- [Empty input field] Bladeren...
- Bankafschriften met salarisstorting, naam en rekeningnummer 3 [Empty input field] Bladeren...
- Uittreksel bevolkingsregister (max 3 maanden oud) [Empty input field] Bladeren...
- Jaaropgaven in geval van uitkering of pensioen [Empty input field] Bladeren...
- Balans, V&W, Kamer van Koophandel [Empty input field] Bladeren...
- Inkomensverklaring van IB Ondernemers/ZZP van 2 meest recente jaren [Empty input field] Bladeren...

At the bottom of the form, there are two buttons:

- opslaan
- Ik heb al mijn documenten ge-upload

The footer of the page features the Cruquius logo and tagline 'Amsterdam aan het water' and the text '© 2017 - Powered by EyeMove'.

You do not need to complete the registration process in one session. You can always log back into your own environment on the website via the registration button and add documents or complete the registration.

Please note:

only complete files, with documents whereby the social security number has been crossed out, will be dealt with.

Do you have any questions?

First check the FAQ section on the website, as this will provide you with plenty of useful information!

Or alternatively send an email to cruquius@wooove.nl.

Good luck with the registration and we look forward to welcoming you as a new Cruquius tenant in the near future!