

**The NVM Woontoets focuses on screening (potential) tenants and buyers. Validata is specialised in screening personal data and will take care of the entire process. Clients acknowledge the importance of appropriate screening due to the increasing demand for reliability and integrity.**

**This document explains what to expect of the NVM Woontoets.**

### **Step 1 – Your registration at the NVM Woontoets**

The NVM real estate agent will enter your name, mobile telephone number and e-mail address in the online NVM Woontoets environment. You will receive an e-mail containing a link to activate your personal account at Validata, and gain access to the NVM Woontoets. When you have activated your account, you can instantly log in to your personal, secure environment.

### **Step 2 – Providing appropriate data and submitting your screening**

After you have activated your account, you can share appropriate data and start your screening. The system will guide you through the screening process. Make sure that you click on the button "submit data" at the end of your screening.

### **Step 3 – Your screening is being processed**

After submitting your screening for the NVM Woontoets, Validata will start the screening process. Validata Support will contact you by e-mail or text message when any additional information is needed.

### **Step 4 – Finishing/completing your screening**

Validata aims to complete your screening within 5 working days after having received your data. Although the employer's statement could cause a delay, as we rely on the fast response of your referee.

As soon as your screening is complete, you and the NVM estate agent will be notified that the NVM Woontoets report is ready for viewing and downloading.

Below, you can read more about certain screening elements and what is expected of you.

### Upload documents

- **Identity document:** This will be verified to prevent identity fraud. Validata will ask you to upload a scan or picture of your passport or identity card; a driving licence will not suffice. **Validata is not allowed to process your social security number. Therefore you are kindly requested you to make this illegible.** Please take care to:
  - **Passport:** Open your passport at the two pages containing your personal data and make sure you scan the two facing pages.
  - **Identity card:** Scan the front as well as the back of your identity card. The system will request both scans.

No access to a scanner? Take a picture using your smartphone or camera, clearly showing the above-mentioned information.

- **Proof of income:** For this screening element, you need to provide insight in your income by supplying the following documents:
  - **Paid employment:** Upload your three most recent pay slips and a bank statement showing your most recent salary payment.
  - **Own company:** Upload a copy of your most recent annual report.
  - **No income from paid employment:** Do you receive income from a pension, student loan, alimony, etcetera? Provide proof of the income, including a copy of a recent bank statement showing the actual payment.

**Note:** Make sure that your name and account number are clearly visible on the copy of your bank statement.
- **Landlord's statement:** The landlord statement concerns a statement of good behaviour issued by the previous landlord. This statement is only possible if the previous living situation concerns a rental home. You can request a blank version of this statement from your landlord.

- **Employer's statement**

An employer's statement provides insight in your income. Validata will request the details of a contact person at your current employer; a referee who is authorised to issue an employer's statement. When providing the data, remember to:

- Provide the **corporate** contact details of a contact person at your current employer, such as business email address and telephone number
- Inform your contact person **beforehand** that he/she can expect an email of Validata containing several questions with regard to your income.
- As soon as Validata starts your screening process, your referee will be notified.

Are you not employed? You can also indicate this in your screening. No further data will be requested with regard to this screening component.

### **Service and accessibility**

Validata is available to help you with your screening. Should you have any questions, remarks or requests for additional support, please contact Validata Support via telephone: +31 (0)88 050 21 00 and/or e-mail via [support@validatagroup.com](mailto:support@validatagroup.com)

### **Privacy**

Validata complies with all the requirements of the General Data Protection Regulation (GDPR). For more information, we kindly refer you to Validata's [Privacy Statement](#).