

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 email address in the online NVM Woontoets environment. You will receive an email 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 that will take approximately 15 minutes. Once you have filled in all of the required data, make sure that you click on the button "submit screening".

Step 3 – Your screening is being processed

After submitting your screening for the NVM Woontoets, Validata will start the screening process as soon as possible. Validata Support will contact you by email or text message when any additional information is required.

Step 4 – Finalizing your screening

Validata aims to complete your screening within 5 working days after having received your data. To prevent a possible delay, Validata recommend – in the case of an employer statement – to inform your employer in advance of a (possible) reference request for your screening.

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

The following is important:

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 to make this illegible.** Your Social Security Number in the MRZ-code may always be covered, but leave the remaining MRZ-code uncovered.



Please take care to:

- Passport: Open your passport at the two pages containing your personal data and make sure you scan or make a clear picture of the two facing pages.
- Identity card: Scan the front as well as the back of your identity card.

Three most recent pay slips and bank statement: Checking your salary requires uploading your three most recent pay slips. Also it is required to upload a bank statement that shows your salary has been paid into your account. Note: you may cover the amount on your bank statement, as long as the recent payment of your salary remains visible. Your name must be clearly visible on all three pay slips and the proof of salary payment.

Online certificate of employment

The certificate of employment will be send directly by email through the online Validata application to the referee. The system will request the details of a contact person at your current employer; a referee who is authorised to issue a certificate of employment. In case you do not have an employer, you can also indicate this. What you should know before you fill in the contact details of your referee:

- You are **free to choose** a referee which can contacted by Validata regarding your certificate of employment;
- You are requested to submit the **professional** contact details of your referee, such as business email address and telephone number;
- Ensure that your contact person is **informed** in advance about your screening, so that the reference request is answered quickly.

As soon as Validata starts your screening process, your referee will be notified directly.

Service and accessibility

Validata is always willing 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 email via salesbackoffice@validatagroup.com

Privacy

Validata meets the criteria outlined in the GDPR. Also, Validata would like to refer you to the [Privacy Statement](#) of Validata.

