

Dear Employer,

Your employee has requested an inquiry for a mortgage at a lender. That is why we ask you to fill in the attached employers statement. It is very important that the employers statement is filled in fully and correctly. To prevent extra handling it is important to fill in the statement conform instructions as stated / explained below.

General

- The employers statement must be filled in by one person. Only the statement regarding possible prolongation of the contract may be filled in by another person, f.i. the Manager of the Dept / HR Manager
- We kindly request you to fill in the statement with only one color of ink, different colors will not be accepted
- Changes made in the statement are not allowed (including the use of Tipex). If an error was made in the process, you will have to fill in another form
- All questions must be filled in / ticked all the boxes empty

Data Employer

- Fill in the name of the organisation stated at the employers agreement, not the possible trade name
- The address can be a PO Box number as well as a fysical address
- The ZIP / Postal code corresponds with the PO Box / Fysical address above
- As a rule a telephone number stated in the employers data must be a fixed number (strict preferably)

Data Employee

- With the name of the employee concerned you also fill in his / her date of birth
- Starting date of employment must be identical compared with starting date of employment as stated in the employers agreement and salary slip
- The job description must be identical with the job description stated in the employers agreement and/or salary slip

Nature of the contract

- Begin and end date stated in the inquiry form correspond exactly with the begin and end date mentioned in the employers agreement / labour contract.
- All questions have to be filled in / check the box (also for de DGA Area)

Statement of prolongation of contract

- The column must be filled in completely
- The column must be filled in separately and be provided with an official company stamp. If no company stamp is present then a separate written statement at official correspondence paper of the company in which this is stated

Income

The Gross Income must equal 12 times the salary stated at the salary slip used for the inquiry, or 13 times if 1 4 week period is applicable. If future salary raise(s) is / are agreed upon by the employer and employee, we would kindly request you to state this in written on official company correspondence paper, including the date of the raise and the fact that the raise is irrevocable

- Please fill in the real salary, in case of parttimers, and not the full time salary

➤ Holiday allowance is calculated as stated in the Employers Agreement / Labour Contract., f.i. 8% of the gross salary

With holiday coupons the total value of the coupons of the last 12 months has to be filled in

➤ If a structural irregularity allowance is applicable, s.a. overtime or provisions, fill in the total allowance, overtime amount of the last 12 months. Structural means that irregularity allowance, overtime a/o provisions belong to the character of the job.

➤ A fixed allowance such as a 13th month or end of year allowance is fixed if irrevocably agreed upon in the Employers Agreement / Labour contract

➤ If issue under 8 – is to be filled in, then behind "description" also issue must be filled in

Loan, wages, garnishment

➤ There is a possibility of a loan (fietsplan) or wage garnishment

Signature

➤ The signature must be provided with an official company stamp. If no company stamp is present then a written statement (official company paper) is required. This statement must be signed by the same person who also signs the employers statement. The employers statement must also be provided with the correct date.