

Candidate lessee information sheet

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| (Required field!)  **Address of the property:** | | | |
| **INFORMATION** | **Candidate 1** | **Candidate 2** | **Candidate 3**  **(if applicable)** |
| Name |  |  |  |
| First name |  |  |  |
| Address |  |  |  |
| Telephone/mobile |  |  |  |
| E-mail |  |  |  |
| Marital status |  |  |  |
| Number of adults |  |  |  |
| Number of children  (+ their age) |  |  |  |
| Pets  (number + type)) |  |  |  |
| Total net monthly income \* |  |  |  |
| Wish to rent as of |  |  |  |
| Phone number of your current landlord |  |  |  |

\* Candidates whose income is rather limited in proportion to the rental fee can strengthen their candidature by submitting references from their current landlord/-lady.

# Send this completed form, together with the requested documents (see page 2), to

# A Property & Pelsmaekers

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## **Documents to be added**

- **Proof of income/ solvency:** documents that can prove your income(salary slip/tax assessment/certificate of

replacement income…) or copy of your contract if you are just starting to work.

- **Copy of your identity card**

- **Certificate of composition of your family**

(Not mandatory but the request is more likely to be accepted if the certificate is available.)

You can request the certificate of family composition from your municipality. If you have an electronic identity card (eID), you can also consult, download and print the document:

* on 'My file', the online application of the National Register
* on 'My Citizen Profile', the online application of the Flemish government
* the e-counter of your municipality.

Others can only apply for the certificate at the counter of the Civil Affairs Department.

* **Proof of payment last 3 months rent (optional)**

I take note of the privacy policy of the real estate agent on page 3 of this sheet and agree with it.

**True and authenticated**

**Signature(s) and date**

**PRIVACY POLICY**

1. The real estate agent processes the candidate-lessee’s personal data in accordance with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter: GDPR).
2. The real estate agent collects and processes the candidate-lessee’s personal data for real estate mediation purposes (being to find candidate lessees en to propose their candidacy to the principal-lessor) *and* also for direct marketing purposes (being to inform other properties to the candidate-lessees who are not selected).
3. Personal data are processed on the basis of article 6.1 (a) (in view of the fact that the candidate lessee gives his explicit permission to the processing by signing these information sheet, article 6.1 (c) (in view of the legal obligation of the real estate agent) and article 6.1 (d) (in view of the fact that the processing may be necessary for the legitimate interest of the real estate agent) of the GDPR. Where the personal data are processed on the basis of article 6.1 (a) (consent), the candidate lessee is at all times free to withdraw his consent.
4. If necessary in terms of the realisation of the pre-defined objectives, the candidate lessee’s personal data will be shared with other companies based within the European Economic Area that are directly or indirectly associated with the real estate agent and with any other partner of the real estate agent. The real estate agent guarantees that the recipients in question will take the relevant technical and organisational measures to ensure that the personal data are protected.
5. The personal data shall be stored for as long as required to meet the legal requirements (inter alia in matters of accounting and the anti-money laundering legislation) and at least for the full duration of the statutory period of limitation applicable to the real estate agent.
6. The candidate lessee is at all times entitled to consult the personal data relating to him and to correct/have them corrected if they are inaccurate or incomplete. Subject to certain requirements being satisfied, the candidate lessee is also entitled to have his personal data erased, to impose a limitation on their processing or to object to the processing of the personal data relating to him on the basis of article 6.1 (f) GDPR. Furthermore, the candidate lessee is entitled to obtain a copy (in a structured, commonly used, machine-readable format) of the personal data he personally communicated to the real estate agent and to have his personal data transmitted to another real estate agent. To exercise the aforesaid rights, the candidate lessee is asked to send an email to the following email address:…………………..
7. The candidate lessee is entitled to, free of charge, object to his personal data being processed for direct marketing purposes.
8. The candidate lessee has the right to file a complaint with the Data Protection Authority (Drukpersstraat 35, 1000 Brussels – [commission@privacycommission.be](file:///C:\Users\Anastasia\AppData\Local\Temp\commission@privacycommission.be))