

# METHODOLOGY

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## **Methodology for offering rental properties to prevent housing discrimination.**

Under the Good Landlordship Act, we as i4 Housing must have a working method in place when offering rental properties that is aimed at preventing housing discrimination. Below we describe our office's working method.

### **Prohibition of discrimination**

When we choose a tenant, we do not discriminate on the basis of race, religion, political opinion, gender, nationality, sexual orientation, marital status, disability or chronic illness. For more information, see the link below: [What are the rules against discrimination in the housing market? | Rijksoverheid.nl](https://www.rijksoverheid.nl/onderwerpen/woningmarkt/woningmarkt-en-woningzoekers/wet-goede-landlordship-act)

### **What details we ask for**

What we may request from candidates is their name, address, place of residence, email address, proof of identity, family composition, amount of income (with supporting documents), the amount of rent of the candidate's current rental home and/or a landlord's statement.

We request the above details for the selection procedure. For the sake of privacy, we request these details only after the property has been viewed and the selection procedure is started.

### **Our selection procedure**

We apply a clear and transparent selection procedure and use objective selection criteria when making public offers of accommodation. Below, you can read how we design the selection procedure. If you are interested in the public offer of accommodation, you can respond via our email address: [info@i4housing.nl](mailto:info@i4housing.nl) and we will contact you about this. Later in the selection procedure, we will request your details and verify them. We will apply the following selection criteria.

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## **i4 Housing applies the following selection criteria**

1. Order of application: if we offer a property, we will select the first ten candidates (or fewer with a smaller number of applications) who apply to us. You can apply via the email address: [info@i4housing.nl](mailto:info@i4housing.nl). The registered candidates are allowed to view the house. If, after the viewing, several candidates wish to rent the property, the tenant who applied first will be allocated the property.
2. Highest gross income: when we offer a property, we will select the first ten candidates (or less in case of a smaller number of applications) who register with us. These candidates are allowed to view the property. If, after the viewing, more than one candidate wants to rent the property, the tenant with the highest gross income will be allocated the property.
3. Allocation and rental agreement: If you are allocated the property on the basis of the applicable selection criteria, we will of course let you know. You will then be offered a rental agreement.
4. Rejections: If a candidate is rejected, we will make this known to the candidate. We will also explain why the candidate was chosen.

## **Measures taken to prevent housing discrimination**

Our entire office is familiar with this procedure. Our rental employees are informed about the working method and receive guidance in this, such as by attending relevant courses and training to prevent housing discrimination. As a prospective tenant, would you like to read more information on preventing housing discrimination? See the links below:

[What are the rules against discrimination on the housing market | Rijksoverheid.nl](#)

[Housing market discrimination campaign toolkit | Publication | Home | Public Housing in the Netherlands](#)

## **Adjustment of working method**

Should experience give reason to do so, our working method will be adjusted as part of progressive insight.

We trust to have informed our client and potential tenants sufficiently. If you have any questions, please do not hesitate to contact our real estate agency located in Wassenaar, Tel: [070-5117571](tel:070-5117571) or our email address: [info@i4housing.nl](mailto:info@i4housing.nl).

Thank you for reading this information carefully.

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