

# Short Squat Guide

## **Of the joint squat assistance groups (kraakspreekuren), Amsterdam**

### *Introduction*

You are reading the short squat guide of the joint Amsterdam squat assistance groups. A squat assistance group cannot solve your housing problem for you. You'll have to sort out quite a few things yourself, but we can let you share in our experience.

The people with the squat assistance groups will try to help you by giving you useful advice. Before you can squat a place, you'll have to find out more about it. This squat guide will provide you with more information how to proceed.

### *What kind of space are you looking for?*

One of the first things to decide before squatting is what type of space you or your group is looking for. A small apartment suitable for one person or a large building to provide a group of people with living and working space? If you're looking for a larger building, the centre of the Vondelpark-Concertgebouw area are your best bet. For apartments you can also try the Schinkelbuurt, the Rivierenbuurt, West, East or De Pijp. *For addresses of the various squat assistance groups, see page 8.*

Cycle around the area(s) of your choice a few times and write down all the addresses of places you suspect are not in use. Patrol these addresses at different times. Check if the lights come on at night. Ring the doorbell and wait to see if someone answers it. Check the letterbox. Stick a matchstick in the door. This will fall down if the door is opened, and this is a good way to check if there are people going in and out or not. You can also picket the place, but if you want to do it properly, this can be very time-consuming and may also arouse suspicion.

### *How long has a place been empty for and why?*

The 'new' Housing Act of July 1993 contains a penal regulation (section 429s). This states roughly that a place may not be squatted if it was still in use less than a year before. This has made it more difficult to legally squat places which have been vacant for less than a year. It provides the authorities and the owners of squatted buildings with an extra means to institute criminal proceedings and evict. Some squat assistance groups work with a shorter term, either in protest to the terms laid down in section 429s and/or because in certain areas the authorities seldom revert to this section in order to evict. In general, apartments and buildings which have not been in use for over a year may be squatted. When you are in doubt about how long a place has been empty for, or whether this is long enough to be able to squat it, consult the squat assistance group in the area.

Once you have established which of the buildings/apartments on your list only seemed empty and which of them are really not in use, the time has come to find out how long these have been empty for and why exactly.

If your chosen objects are apartments, you can call the information department of the Housing Department (*Stedelijke Woning Dienst, SWD*). This service can provide you with information on the vacancy terms of apartments which fall under the distribution system for low-rent houses and flats. If the place you want to squat is not in the distribution system, the Housing Department is of very

little use. In that case, you could decide to talk to neighbours. You have to be careful though: you can never be sure whether their information is reliable and whether these neighbours are sympathetic to your cause. Never tell the neighbours outright that you are planning to squat an apartment. Think up a good story to tell them should they wish to know why you are asking questions. Ask whether they know who owns the place and whether it is up for rent. If it concerns company premises, ask if they know where the company has relocated to. You can also check with the Chamber of Commerce (*Kamer van Koophandel, KVK*) when a company has relocated. To get a better idea of why a certain premises is vacant, it can be very useful to know who the owner is. This information can be obtained from the land registry office (*Kadaster*). Information on whether building or demolishing permits have been issued, can be obtained from the Building Inspection Department (*Bouw- en Woningtoezicht, BWT*). Always try to find out as much as you possibly can about your prospective squat. You can only benefit from more information. Many squats have failed due to sloppy research. *You will find more information on the institutions that were mentioned above on the following pages.*

## **The Housing Department (*Stedelijke Woning Dienst, SWD*)**

The Housing Department (SWD) is an amalgamation of the Municipal Relocation Service (*Gemeentelijke Dienst Herhuisvesting, GDH*) and the Building Inspection Department (*Bouw- en Woningtoezicht, BWT*). You can telephone them for information on apartments in Amsterdam, if they fall under the distribution system of the Housing Department. Important information: has the apartment been registered as vacant and since when, has a housing permit been issued recently, and is the place a claim or optional apartment? To give you more of an insight into what is important and why, we will proceed with a brief explanation of the housing distribution system operating in Amsterdam.

Rented apartments in Amsterdam are divided into various sectors:

### The social sector

This applies to all houses with a rent between f 150.- and f 1085.- owned by a housing corporation. The various corporations in Amsterdam are divided into three clusters, with which you can register if you are looking for a place to live.

### The private sector

This applies to all houses with a rent between f 150.- and f 1085.- which are privately owned.

### The free sector

This applies to all houses with a rent above f 1085.-

In the social and private sector a lease can only be obtained if a housing permit has been issued. Housing permits are issued by the Housing Department. You may obtain a housing permit if you have been living in Amsterdam for more than 2 years or when you have maintained economic and/or social ties with the city Amsterdam for more than 2 years. When a housing permit has not been issued, it means that no one has received permission to move into the apartment concerned. The date on which the permit has been issued is important, because if a permit was issued 20 years ago and the apartment is now empty, it may be that the previous tenant lived there for 20 years and has now left. But if a housing permit was issued recently, this means the apartment will probably be inhabited soon. It is best not to squat apartments for which a recent housing permit has been issued. Chances are that you'll be evicted shortly and it is very inconvenient for the person whose been issued with a housing permit. For apartments with a rent over f 1085,- and for industrial premises no housing permit is needed. The Housing Department cannot provide you with

any information on such premises.

In the private sector some 33% of the available apartments are claimed by the Housing Department for urgent relocation cases (this concerns people who are seeking housing and who are given preferential treatment in the allocation of housing because of urgent social or medical reasons). The rest of the private and social sectors are available for *starters* (i.e. people who are not vacating an apartment in Amsterdam) and *transferees* or '*doorstromers*' (i.e. people who are vacating an apartment in Amsterdam). The housing corporations distribute their apartments between the people seeking housing who are registered with the cluster they belong to, and report to the Housing Department. A number of preferential candidates are referred to the housing corporation clusters by the Housing Department, where they are given priority over starters and transferees. If you have squatted a place belonging to one of the three clusters and should you wish to try and legalise the squat, it is a good idea to register with a corporation belonging to the cluster concerned (needless to say, you do not register on the address of your squat). Should the corporation then claim that they wish to allocate the apartment to one of their members, you can then point out that you are a member.

Of most interest to squatters is the private sector which has not been claimed by the Housing Department. Private owners are obliged to register with the Housing Department when an apartment in their possession falling under private sector regulations is vacated. It usually takes two weeks before the data are processed by the Housing Department, but the discrepancy can be a lot more substantial. Therefore, always check the date given by the Housing Department against your own information and information obtained from the neighbours. Your squat assistance group may also have more information on the duration for which the apartment has been empty.

Apartments belonging to the housing corporations and the more expensive apartments (rent over f 1085.-) do not have to be registered when vacated. The Housing Department cannot provide you with information on such premises. This means that in such cases you will have to rely completely on your own observations and any information you may obtain from the neighbours and/or your squat assistance group. This especially applies to the larger squats. These are hardly ever registered as housing space. Industrial premises do not have to register vacancy at all. When you contact the Housing Department for information on various apartments, it is convenient if you provide them with the whole list immediately. This makes you seem more serious than if you keep pestering them with telephone calls about different addresses. Always remain friendly and polite, and make sure you have a list with relevant questions ready, as this will work to your advantage. Naturally you do not tell the telephone operator that you intend to squat.

Should you wish to try to legalise your squat, contacts with the Housing Department may come in useful. As far as the private sector is concerned, the Housing Department can provide you with information whether it concerns a 'claim apartment' or an 'optional apartment'. In the case of a claim apartment the Housing Department decides which candidate on their list of preferential cases gets the apartment. In case of an optional apartment the owner and the prospective tenant come to a private agreement. However, the owner has to present the prospective tenant to the Housing Department. They subsequently decide whether he or she is eligible for a housing permit. Legalisation is usually much simpler when you have squatted an optional apartment. It is usually easier to convince an owner to present you as the prospective tenant, than to convince the Housing Department that you are the most eligible candidate for an apartment, especially if you are not a preferential candidate. There is no point in asking the owner to present you as a prospective tenant if you are not eligible for a housing permit.

## **Land Registration Office (Kadaster)**

At the Land Registration Office you can check who owns the place you are planning to squat. (*With the National Land Registration Office (Rijkskadaster) this information will cost you f 10.-. At f 8.- the*

*Municipal Land Registration Office (Gemeentekadaster) is slightly cheaper. However, their information is less accurate and sometimes seriously antiquated.*) It can be very useful to have some idea of the history of your squat. A copy of the deed of purchase can yield a lot of information, for example about the previous owner and various purchase clauses and stipulations. It is also a good idea to try and obtain a copy of the mortgage deeds. These can tell you who financed the owner of your building. All this information can help you get an accurate idea of who the owner of your building is. As soon as you know who owns your prospective squat, it is advisable to check this information with your local squat assistance group. Not all owners are friendly characters and some can be downright dangerous. If you squat a property belonging to such a character, it is best to be well-prepared. Over the years the various squat assistance groups have gained a lot of experience with questionable property owners and can be a useful source of information.

But the squat assistance groups' information has its limitations. For a more complete overview, contact the Speculative Building Research Collective (*Speculatie Onderzoeks Kollektief, SPOK, for which we also refer you to the SPOK-annex*). They maintain archives with extensive information on various property owners, from speculators and real estate developers to veritable criminals and their gangs of thugs. However, this wealth of information is also not boundless. It certainly does not mean that if nothing is known about the owner of your squat, that he or she is not dangerous. After all, dangerous owners only become known as such *after* they have set their henchmen on a squat for the first time. If the owner of the property in question is a firm, a private limited company (BV) or a public limited company (NV) or another form of legal ownership, you will have to continue your search at the Chamber of Commerce.

### **The Chamber of Commerce (*Kamer van Koophandel, KVK*)**

All companies, foundations and associations in the region of Amsterdam are registered with the Chamber of Commerce (KVK). If, for example, your prospective squat is owned by a private limited company, they will be able to provide you with the information of who is on the board of directors of this company. Here you may also find out which companies have been registered on the address of your squat. There is a computer system where you can look up all those registered on a certain address. This will provide you with more names and addresses to trace. A visit to the KVK can easily take up the better part of a morning/afternoon, so make sure you get there well before four o'clock, when the office closes. It is possible to acquire information by telephone. However, in Amsterdam this is rather costly (f 1.- per minute).

### **The Building Inspection Department (*Bouw- en Woningtoezicht, BWT*)**

Permits are needed to demolish and renovate properties. If owners are planning a renovation and have obtained the necessary permits, there is no point in squatting their property. You are usually just in for a quick eviction. However, demolition is a different matter. It can take a very long time before a building is actually demolished. In such cases squatting is a very attractive option. When you are trying to find out about renovation/demolition, always make inquiries about permits, not plans. A plan in itself means nothing at all! The Building Inspection Department can tell you whether any permits have been issued. Every district has its own division, but if you are making enquiries about a property in the centre, you have to go to the general Building Inspection Department (*for addresses, see pages 8-9*).

Be very careful when making enquiries at the Building Inspection Department! There have been occurrences where the BID, after having received a suspicious telephone call, contacted the owners with a warning that their property was about to be squatted. So don't get in touch with them until the final stages, or even after you have already squatted the place.

# OTHER USEFUL THINGS TO FIND OUT ABOUT

## Size of the apartment/building

This information may also be obtained from the neighbours, if they are inclined to talk to you. They can often tell you how large the apartment is and how many rooms it contains. For more precise information, you will have to consult the housing filing system (*woningcartotheek*) at the Municipal Land Registration Office (*Gemeentekadaster*). (For addresses, see pages 8-9.) At a price you can view or obtain photocopies of the floor plans of the property concerned. This is especially useful if you are planning to squat a large, complex building. They can also come in useful if you have not yet been able to establish the entrance to a building.

## Rent

Before you start making further inquiries, it is advisable to have at least an indication of the rent which may be charged, and especially whether this is more or less than f 1085.-, in order to establish in which housing category the place belongs. If the neighbours are chatty, they remain a good source of information, but detailed research is also possible. The information department of the Housing Department is sometimes inclined to give out information on the price a house is rented at. Rented apartments are subject to a maximum and a minimum reasonable rent, based on a points system. A copy of this system may be obtained from your local community centre. This will help you to calculate what a fair rent for the property in question would be. However, of course the owner may charge much more. Only when the rent is lower than f 1085.- the regulations of the Housing Department and the need to obtain a housing permit apply. If the rent is higher than this amount, you have to deal with the owner, and possibly his real estate agent. Keep in mind that owners may charge too much. It is possible that an owner claims that he is entitled to charge a rent over f 1085.-, but when the credit system is applied, the maximum reasonable rent may in fact be (much) lower.

## Preparation

When you have looked into a number of addresses and decided which of them you want to squat, it is time to prepare for the squat itself.

First of all it is important to go and have a look at how you can gain entry and the types of lock on the door. You will have to buy your own lock as well. It is possible that you have to break open more than one door, which means you will need several locks to replace the broken ones. Buy a lock similar to the one in the door which you are going to break open, so that it can be replaced quickly. Pass this information on to your squat assistance group, as it is useful for planning the break-in. When you are squatting an apartment with a communal stairwell, you will have to arrange extra keys to the new front door lock for your neighbours, so make several copies in advance.

Furthermore you will have to bring a chair, a table and a bed to your new squat, the so-called squat set. The reason being that a long-standing court order once stipulated that these constitute the minimum amount of furniture which needs to be present in an apartment in order for the police to establish that the apartment is indeed inhabited. You run the risk of being evicted immediately should one of these items not be present. This applies to every single apartment. So if you are squatting three apartments in one building, you will need three squat sets.

It is not always necessary to get in touch with a lawyer before you squat a place, but it does make things easier. So make sure you have arranged for one. Some squat assistance groups will not help you if you don't have a lawyer. (For addresses, see pages 8-9.)

Arrange for an address to meet up, preferably as close as possible to your prospective squat. If you are squatting a place with the help of a squat assistance group, they will usually be able to provide you with a suitable meeting address.

It may be convenient to inform the people in the area around your new home that the place has been squatted. So prepare and photocopy/stencil a pamphlet to distribute in your new neighbourhood while the place is being squatted. Reactions are usually favourable.

Once all the preparations have been made, you can gather a bunch of friends to squat the property. However, it is advisable to call in help from your squat assistance group. They have a lot of experience and know all about the laws and regulations which apply. They can arrange for people to talk to the police when they come by to inspect whether the place was really not in use and to establish that it has now been re-inhabited. They can also mobilise people for your squat, so that you can be sure there will be enough people present. Furthermore, there is always a chance that someone else has been looking into the same place. The squat assistance group tries to prevent such situations arising. We can temporarily 'reserve' a property for you and dissuade others from squatting it. It is also a good idea to stay in touch with the squat assistance group, in case you need help after the squat.

Should you decide to squat with the help of the squat assistance group, we would appreciate it if you would write down any information you come across while preparing for your squat on the checklist which comes with this squat guide. Please bring this along when you contact the squat assistance group. On the basis of this information they can then decide a date for the squat or they may advise you to find out more before proceeding with the actual squat.

Should you decide not to squat with the help of the squat assistance group, you will also need some tools. A crowbar, a double-headed hammer and a large screwdriver to break open the door. A battering ram can also do the job, but this means more work to mend the door so that it closes again. You will have to replace the old lock with the new one you bought. For this you will need screwdrivers (Philips head) and possibly chisels and files to fit the casing of the lock into place. If you do decide to squat without our help, please come and report it anyway. We like to keep informed and may be able to give you some useful advice.

## THE ACTUAL SQUAT

Bring your squat set(s), lock and tools (if necessary) to the meeting address and be on time!

There you (or someone you have prepared the squat with) will explain:

- what you are planning to squat
- how long it has (approximately) been empty for and why
- who the owner is (and whether he/she is dangerous or not)
- who will talk to the police
- who will bring the squat set
- who will take and distribute the neighbourhood pamphlets

Also discuss in advance what is to be done if the squat fails. For example, if the building turns out to be stacked with stuff, if the police make difficulties, or if the owner/a neighbour freaks out.

Proceed to the squat in a single group. The team doing the breaking in front, followed by the squat set. As soon as the door is open, the squat set needs to be taken inside. Then check whether the place has really been vacated. Mind: storage does not necessarily mean the place is being used. If you decide to stay, fix the new lock to the door. Then call the police if they have not been by yet.

Also go and talk to your direct neighbours, that is, if they are willing to talk to you.

## RIGHT AFTER THE SQUAT

Make your house inhabitable. Connect water, gas and electricity (if you want to). The squat assistance group can usually help with this. Otherwise ask someone in your local squat bar. Also carry on with your research. Keep a close watch on your house. What is your owner planning to do?

You can also take certain steps yourself. For example, you could ask for a proper rent contract or look into whether it is an option to buy the place yourself or to interest a housing corporation in buying it. Always consult with your lawyer and your squat assistance group first.

## LEGAL ASSISTANCE

Given the fact that the opportunities for owners and the justice system to evict are ever increasing, legal advice and or legal assistance are a must. For advice you can turn to a legal advice centre (*bureau voor rechtshulp*). The first half hour is free. But you will need legal assistance too, even if only because the public prosecutor will not provide you with the information he would supply your lawyer with.

It is advisable to get in touch with a lawyer even before the squat, as sometimes you may need one immediately after you have squatted a place (for example if the police are giving you difficulties). And should it come to legal proceedings, you need a lawyer in order to be able to defend your case.

## AND THEN...

It is impossible to predict how things will turn out. Every squat is different. But one thing you can be sure of. Owners and other interested parties will not be thrilled that you have squatted their property. In rare cases a squat is quickly legalised. But usually there are one or more attempts to evict. Despite the fact that the legal opportunities for owners to evict squatters are on the increase, this does not always mean that you will have to leave your squat sooner or later. What your chances are (for legalisation, for example) largely depends on your own research efforts and whether you frequently consult with your squat assistance group and your lawyer. The squat assistance groups are always willing to deal with any questions and to help with problems that may arise. We do not strictly limit ourselves to the squat as such, but are also very interested in preserving places which have been squatted.

## SPOK-ANNEX

The Speculative Building Research Collective (*Speculatie Onderzoeks Kollektief, SPOK*) is a group of tenants and squatters who maintain an archive on the housing market. They mostly busy themselves with individual property owners and how they are known to behave. They have also collected a lot of background information on historical issues, town and country planning and legal (squat) cases.

A number of the people consulting the SPOK are people who are planning to squat. They have been informed by their squat assistance group that they can obtain information on who owns their prospective squat from the National Land Registration Office (*Rijkskadaster*). If you want to know more about the financial background of your prospective squat, the Land Registration Office can also provide you with purchase and mortgage deeds. However, this can be quite expensive. But once you are sure you are going to squat a certain premises, the SPOK strongly advises you

obtain these papers in spite of the cost. They contain many names and stipulations which can be of importance to your squat.

If the owner of your squat is a public or private limited company (an *NV* or *BV*), a foundation, etc. you can contact the Chamber of Commerce to find out who are on the board of directors of this legal ownership. Also check if there are any other companies registered at the same address. In this way you will come across names which we can cross-reference in our archives. Sometimes people may use several private limited companies, whereas we are only familiar with one of them. NB: obtaining information from the Chamber of Commerce will also cost you.

Bring all the information you have gathered to the SPOK for cross-referencing. This may yield a clearer picture of the way your owner usually proceeds, but frequently further research is needed. The SPOK can provide you with more information on how to go about this and they may also be able to assist you. The information you gather can be used in first instance to ascertain whether your owner is dangerous. But it can also be useful for legal proceedings, neighbourhood pamphlets, press releases, etc.

## USEFUL ADDRESSES

OUTDATED! have a look at <http://squat.net/kraakhandleiding/amsterdam.html#adressenlijst>

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### **SQUAT ASSISTANCE GROUPS**

De Pijp (Oud Zuid) Monday nights from 7 p.m. to 8.30 p.m.

Squat bar Molli Chaoot

Van Ostadestraat 55 huis

West Monday nights from 8 p.m. to 9 p.m.

Ratjetoe

Frederik Hendrikstraat 111

Centrum (City centre) Thursday nights from 8 p.m. to 9 p.m.

Vrankrijk

Spuistraat 216

Oostelijke Binnenstad (Inner city east) Monday nights from 8 p.m. to 9 p.m.

Kalenderpanden

Entrepotdok 98

Schinkelbuurt (Schinkeldistrict) Tuesday nights from 7.30 p.m. to 9.30 p.m.

Binnenpret

Eerste Schinkelstraat 14-16



Rivierenbuurt (Rivieren-district) Information via squat assistance group De Pijp

Staatsliedenbuurt (Staatslieden-district) Information via squat assistance group West

SPOK Wednesday nights from 8 p.m. to 10 p.m.

Spuistraat 5

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## **LAWYERS**

Margreet Breukelaar Advocatenkantoor Breukelaar & Willemse

Batjanstraat 5, tel. 020 6935544

Office hours: Monday, 2 p.m. to 4 p.m.

(no appointment needed)

Marc Wijngaarden Advocatenkantoor Bakker Schut, van der Biesen en van der Plas

Joke Feiter Nieuwe Herengracht 51, tel. 020 6232605

Huib Hielkema Advocatenkantoor Unger & Terwee

Cor Goudriaan Roemer Visscherstraat 39, tel. 020 6837580

Joop Seegers Advocatenkantoor Seegers & Wattilete

Maurice Veldman Egelantiersgracht 576, tel. 020 4200888

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## **HOUSING DEPARTMENT (STEDELIJKE WONINGDIENST)**

Information 020 6806806

Monday to Thursday, 8.30 a.m. to 3,30 p.m.

Thursday also from 5 p.m. to 7 p.m.

Friday from 8.30 a.m. to 12 p.m.

Centrum (City Centre) Marcantilaan 800 tel. 020 5810800

Oost (East) Molukkenstraat 74 tel. 020 6682151

Zuid (South) Karel Dujardinstraat 67 tel. 020 5703456

West Osdorp plein 500 tel. 020 5816111

Noord (North) Buikslotermeerplein 218 tel. 020 6352222

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## **BUILDING INSPECTION DEPARTMENT (BOUW- EN WONINGTOEZICHT)**

Building Inspection Wibautstraat 3 tel. 020 5969111

Weekdays from 12 p.m. to 5 p.m.

Thursday to 8 p.m.

Section inspection and permits tel. 020 5961207 or 020 5962434

Weekdays from 3.30 p.m. to 5 p.m.

Oud Zuid Stadsdeelkantoor Karel Dujardinstraat 65 tel. 020 5739630

Weekdays from 9 a.m. to 10 a.m.

Rivierenbuurt Stadsdeelkantoor Pres. Kennedylaan 1-3, tel. 020 5419211

Kinkerbuurt Stadsdeelkantoor Kwakerstraat 3 tel. 020 5893511

Oost Stadsdeelkantoor Linnaeusstraat 89 tel. 020 6080211

Weekdays from 8.30 a.m. to 9.30 a.m.

Schinkelbuurt/VPC Stadsdeelkantoor Koninginneweg 1 tel. 020 5705480

Weekdays from 9 a.m. to 10 a.m.

Staatsliedenbuurt Stadsdeelkantoor Haarlemmerweg 8-10 tel. 020 5810311

Weekdays from 3.30 p.m. to 4.30 p.m.

## **LEGAL ADVICE CENTRE (BUREAU VOOR RECHTSHULP AMSTERDAM)**

Centrum Spuistraat 10 tel. 020 6264477

Oost Tweede Oosterparkstraat 274 tel. 020 5999333

West Cornelis Dirkszstraat 27 tel. 020 6165036

## **COMMUNITY CENTRES (WIJKCENTRA)**

Oud Zuid/De Pijp Wijkcentrum Ceintuur

Gerard Doustraat 133 tel. 020 6764800

Oost Wijkopbouworgaan Oosterparkbuurt

Derde Oosterparkstraat 77 sous tel. 020 6940377

Centrum Wijkcentrum D'Oude Stadt

Nieuwe Doelenstraat 55 tel. 020 6382205

Wijkopbouworgaan Jordaan

Eerste Laurierdwarsstraat 66 tel. 020 6237272

West Wijkopbouworgaan Oud-West

Eerste helmersstraat 106C tel. 020 6186377

VPC-buurt Wijkcentrum VPC

Koninginneweg 115 tel. 020 6628237

Staatsliedenbuurt Wijkcentrum Staatslieden – Hugo de Grootbuurt

Van Hallstraat 81 tel. 020 6821133

## **MISCELLANEOUS**

National Land Registration Office Prins Hendrikkade 33 tel. 020 5557911

*(Rijkskadaster)* Opening hours: 9 a.m. to 3 p.m.

Municipal Land Registration Office Karspeldreef 8

*(Gemeentelijk kadaster)* Opening hours: 9 a.m. to 4 p.m.

Housing filing system Karspeldreef 8

*(Woningcartotheek)* Opening hours: 9 a.m. to 4 p.m.

Chamber of Commerce De Ruyterkade 5 tel. 06 35030020

*(Kamer van Koophandel)* Opening hours: 9 a.m. to 4 p.m. (f 1.- per minute)

Rent Committee De Ruyterkade 7 tel. 020 5551333

*(Huurcommissie)*

## **- CHECKLIST -**

### **Owner**

Name:.....

Address:.....

Place of Residence:..... Telephone:.....

Name of firm:.....

Address:..... Partners:.....

Place:..... Telephone:.....

Bank/Giro account no.:.....

Property

Address:.....

Empty since:.....

Size of the apartment:..... No. of rooms:.....

Rent for the apartment:.....

Purpose of the property:.....

Is it a Housing Department property? Yes/No

Claim or optional:.....

*(Claim- of Keuzewoning)*

Has a housing permit been issued? Yes/No

*(Huisvestingsvergunning)*

Has a building permit been issued? Yes/No

*(Bouwvergunning)*

Has a demolition permit been issued? Yes/No

*(Sloopvergunning)*

Has a property division deed been issued? Yes/No

*(Splitsingsvergunning)*

Has a withdrawal permit been issued? Yes/No

*(Woningonttrekkingsvergunning)*

Electricity connected Yes/No

Gas connected Yes/No

Water connected Yes/No

Is the property managed by an estate agent? Yes/No

If so, by who?.....

Is the property up for sale/for rent?

**Squatting**

Lock type: - safety lock with a replaceable cylinder Yes/No Number:.....

- safety lock with a built-in cylinder Yes/No Number:.....

- pin lock Yes/No Number:.....

- housing corporation cylinder Yes/No Number:.....

- different type of lock Yes/No Number:.....

Entry via front door Yes/No

Entry via window Yes/No

Entry via roof Yes/No

Other options:.....

Will barricading be necessary? Yes/No

If so, what? (Number of windows/doors, sizes).....

.....  
.....

**General**

Information received from: Name:.....

Address:.....

Telephone:.....

Received:.....(day).....(month).....(year)

Handled by:.....

