

Home construction account

Claim form

Enter your details here.

Name _____

Address _____

Postal code/city _____

Telephone number daytime _____

Loan number _____

ABN AMRO pays to the contractor or you:

Payment to contractor

- ▶ ABN AMRO pays the instalments in the purchase contract or the building contract in practice directly to the contractor. You do not therefore have to pay these invoices yourself. You do need to claim these invoices.
- ▶ Additional work performed by the contractor will also be paid by us directly to the contractor. Also these invoices you do not pay yourself, but you do need to claim these.

Description For example, kitchen, roof, floors	Invoice number of contractor or supplier	Payment to IBAN (bank account of contractor/ supplier)	In the name of	Amount
_____	_____	_____	_____	€
_____	_____	_____	_____	€
_____	_____	_____	_____	€
_____	_____	_____	_____	€
			Total	€

Payment to you

- ▶ You yourself pay the supplier for additional work you have arranged yourself with a supplier. You claim this amount using this form from your construction account.
- ▶ We pay the total sum in the claim form to the bank account from which we deduct your monthly payment.

Description For example, kitchen, roof, floors	Invoice number of contractor or supplier	Amount
_____	_____	€
_____	_____	€
_____	_____	€
_____	_____	€
		Total €

If you complete and submit this claim form, you declare that:

- ▶ you are aware of our general terms and conditions, the agreements made in the mortgage offer and any appendices.
- ▶ the invoice corresponds to the agreed instalment schedule in the purchase or building contract and/or the list of additional work. You have submitted the purchase or building contract and/or the list of additional work to us before commencement of the loan. ABN AMRO has approved the instalment schedule in the purchase or building contract and/or the list of additional work.
- ▶ that the amount of the invoice you have submitted is correct and that you have not previously claimed for this invoice.
- ▶ you have authorised ABN AMRO or its representative to obtain information from the contractor, supplier or other parties involved regarding the claim if this is necessary.

Is the construction of your home completed?

You can inform us that the construction of your home is complete by placing a tick in the box below.

Yes, the construction is complete

We will pay out the remaining sum in your construction account. The applicable rules are explained below.

What happens to the remaining sum in your construction account if the construction is complete?

- ▶ If you have a mortgage with a National Mortgage Guarantee (NHG), we will reduce your loan by the sum remaining in your construction account. This sum does not count towards the amount you can repay each year without penalty.
- ▶ If you have a mortgage without NHG, and the amount in your construction account is less than € 7,500, we will transfer this amount to your bank account. If the amount remaining in the construction account is € 7,500 or over, we will reduce your loan by this amount. This sum does not count towards the amount you can repay each year without penalty.

Signature

Date - -

Signature

Send the claim form to:

ABN AMRO Bank N.V.
T.a.v. Bouwdepot
Postbus 547
3800 AM Amersfoort

How to use the claim form

Your mortgage includes a construction account. We pay invoices for the construction of your home from this account. You use the claim form to declare invoices. Before paying these invoices, we check the invoices and the completed claim form.

Please read the important questions and answers listed below.

What happens to my claim form if I do not pay my monthly instalment or fail to pay it on time?

If you do not pay your monthly instalment or fail to pay it on time, or you do not fulfil any other payment obligation to us, we will not pay your claim form while you have payments in arrears.

What amounts can I declare on the claim form?

You may only declare amounts shown in the agreed instalment schedule in the purchase or building contract and/or the list of additional work. The purchase or building contract and the list of additional work are part of your mortgage offer.

What should I do if the amounts of the invoices are not the same as those shown in my purchase or building contract and/or the list of additional work?

The purchase or building contract and/or the list of additional work are part of your mortgage offer. If amounts that you wish to declare are not the same as those shown in these documents, you must send a new statement of expenses to your adviser, stating the amount that has changed from the original statement of expenses in the purchase contract. There may therefore be a change in the instalment schedule and/or the list of additional work. Please note that the amount of the construction account will not increase.

What can I do if the construction costs increase?

If the construction costs become higher than those shown in the purchase or building contract and/or the list of additional work, you should contact your adviser, who will check to see if you can increase the amount in your construction account.

What should I do if the contractor changes the agreed instalment schedule?

If the contractor changes the agreed instalment schedule, for instance because the construction of the home will be completed earlier or later, you should send a new statement of expenses to your adviser. Please note that the amount of the construction account will not increase.

May I declare invoices not shown in my instalment schedule and/or list of additional work?

You may not declare invoices for works (goods or services) not shown in the instalment schedule and/or the list of additional work.

When does ABN AMRO not pay an invoice?

We do not pay an invoice if our check reveals that:

- ▶ the invoice is not correct, or
- ▶ the invoice does not conform to the instalment schedule and/or the list of additional work.

We will inform you of the reason for non-payment.

Do I pay the contractor or supplier myself?

In practice, for the construction of a home a contractor or supplier declares the agreed instalments and/or the amount of the additional work to you. You therefore have to ensure that the contractor or suppliers are paid. For this you need to send us a claim form.

Is there a minimum amount that I can claim?

No, there is no minimum amount.

Why do I have to submit copies of invoices?

We advise you to retain the original invoices for your records. You may need these invoices as a certificate of guarantee. This is why we ask you to make copies of the invoices. Please send these copies to us with the claim form.

Can I get my original invoices back?

We archive the claim forms and invoices we receive in digital form, and then destroy them. Please therefore submit only copies of your invoices. We do not return original invoices.

Why do I have to disclose my telephone number on the claim form?

We request you to provide a daytime telephone number on which you are available on the claim form. We will call you if we have any questions. This means we can process your claim form faster.

What are the conditions an invoice I wish to declare has to meet?

- ▶ The invoice must clearly show the works (goods or services) that you have paid for.
- ▶ If the invoice refers to a quotation, please submit a copy of the quotation as well. If you have sent this quotation to us before, please enclose a copy of it with the invoice anyway.
- ▶ The invoice from the contractor or supplier will show the following:
 - ▶ name
 - ▶ address
 - ▶ Chamber of Commerce number
 - ▶ VAT number
 - ▶ bank account number
- ▶ If you are submitting a till receipt, this must in any case show the name and address of the contractor or supplier. If this information is not shown, we cannot pay this till receipt.
- ▶ If you are submitting an ATM receipt, you must always enclose a copy of the invoice or the till receipt. We cannot pay ATM receipts unaccompanied by this copy.
- ▶ If you have a mortgage with NHG, make sure that the date of the invoice is always after the application date for the mortgage offer.

Ordering claim forms

If you need additional claim forms,

- ▶ you may download and print claims forms at abnamro.nl/bouwdepot
- ▶ You may also complete this order form and send it to:

ABN AMRO Bank N.V.

T.a.v. Bouwdepot

Postbus 547

3800 AM Amersfoort

Claim forms will be sent to you within a few days.

Name

Address

Postal code/city

Telephone number daytime

Loan number
