



Renting out your first space

Help for hosts

From an empty account to a space that is ready for renters. This guide walks with you through the wizard, the verification check and what happens after it.

Set aside about fifteen minutes. You can stop halfway and pick it up later.

Before you start

Two things are worth knowing up front.

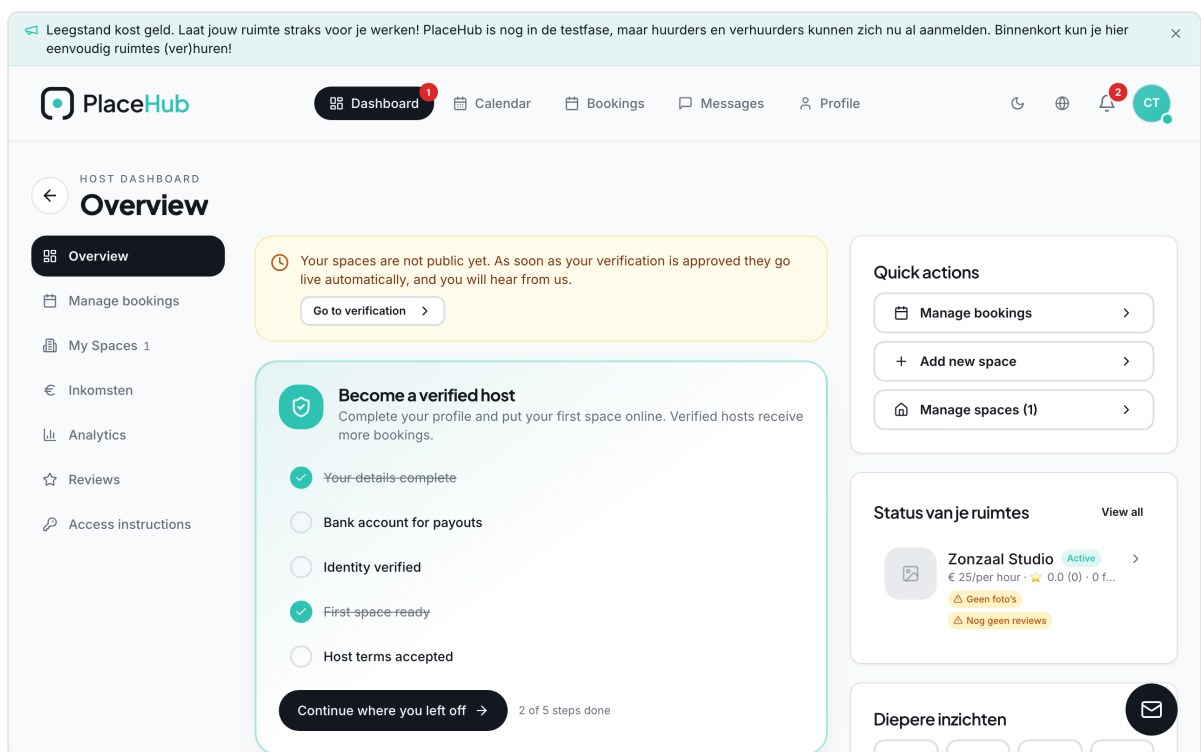
Your space does not appear on the site right away. Everything you fill in is stored, but renters only get to see your space once we have approved your verification. Until then it sits ready and waiting. On your dashboard that shows as "First space ready". When the approval comes through, your space goes online by itself and we send you an email about it.

You do not have to finish this in one sitting. Each step is saved the moment you complete it, so you can close the wizard and come back to the point where you stopped.

The wizard, step by step

1

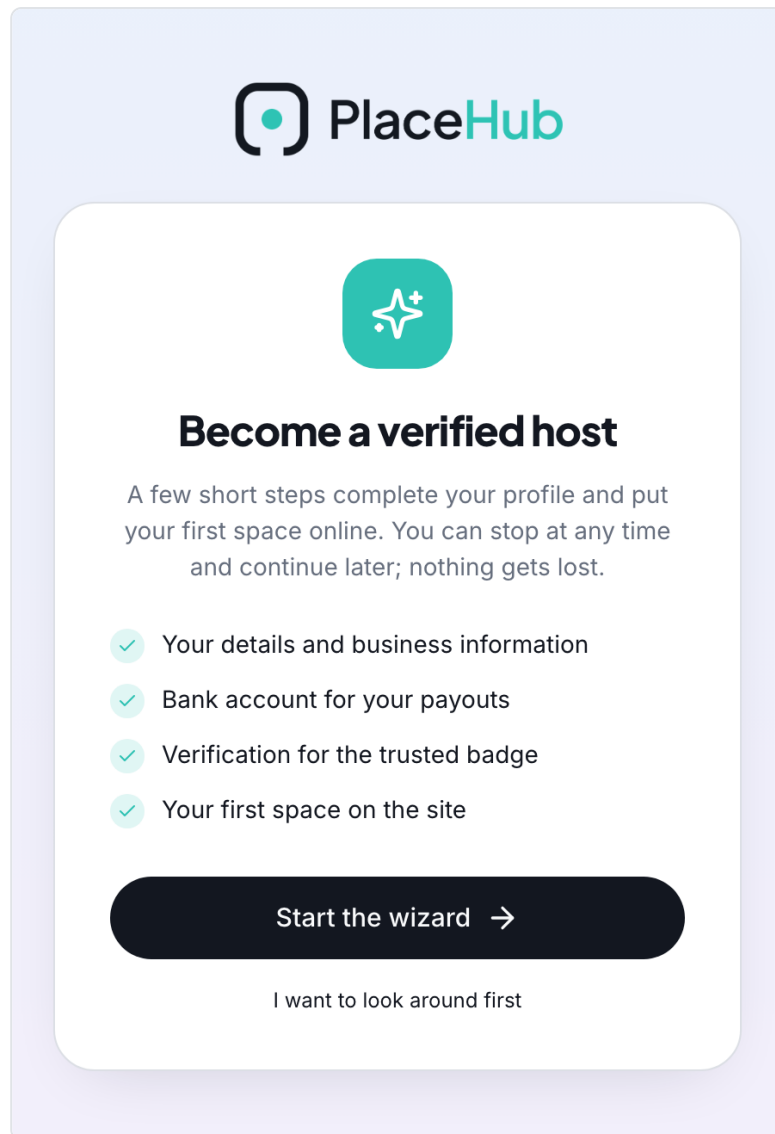
Open the wizard. Log in and go to your host dashboard. The card there is called "Become a verified host" and has a button "Start the wizard". That same card shows which steps you have behind you.



The host dashboard. The progress card shows what is still open, and "Start the wizard" takes you to the next step in line.

2

Read the opening screen. The wizard starts with a short summary of what is coming. Want to look at the site first? Choose "I want to look around first" and you go back without losing anything.



The opening screen of the wizard.

3

Your profile. Fill in your full name. Your phone number is optional.

4

City. Pick the city or region where you rent out. Start typing and choose from the list.

5

Organisation. The wizard asks whether your branch belongs to an organisation that is already on PlaceHub, such as a chain or a sports federation. Most hosts answer no: you start your own organisation, which is simply you or your company. If your branch does belong to one, answer yes and look the organisation up by name. You then skip the business step and the verification, because those are already settled for that organisation; PlaceHub checks the link with them, and until that is done only you can see your space. The document "Locations and your team" explains how that works.

6

What will you rent out? One space, several spaces at one location, or several identical spots (ten of the same desks, say). This is also where your location gets a name, such as "De Werkfabriek". Renters see that name above everything you offer at that address; leave it empty and we show the address instead.

7

Business details. Fill in the IBAN you want your payouts to go to. A Chamber of Commerce number and a VAT number are not required, but they help us verify you faster.

PlaceHub

Zakelijke gegevens

Je IBAN gebruiken we voor wekelijkse uitbetalingen.
KvK + BTW zijn optioneel maar versnellen de verificatie.

IBAN *

NL91 ABNA 0417 1643 00

In your name or your company name. We only use this account number for your weekly payouts.

KvK-nummer (optioneel)

12345678

BTW-nummer (optioneel)

NL123456789B01

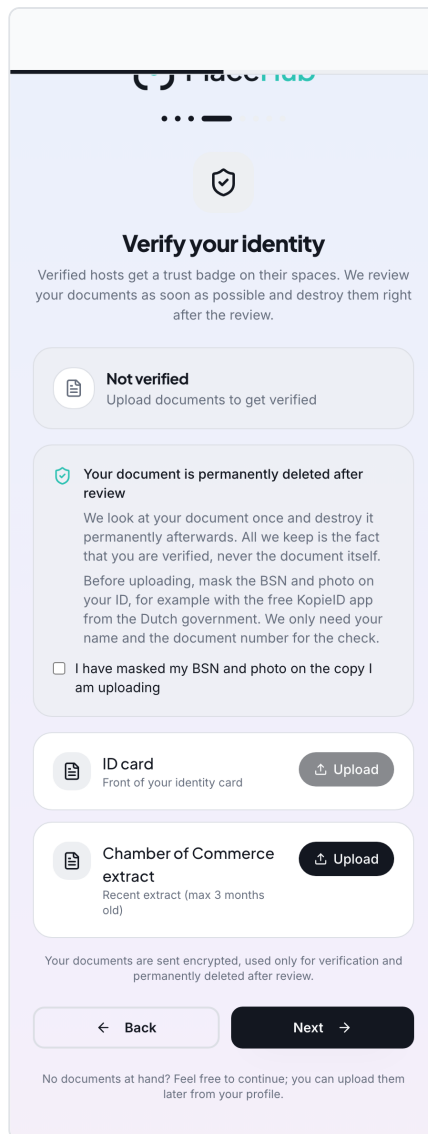
← Back Next →

The Business details step. Only the IBAN is required.

Your IBAN is stored encrypted. After that, your screen shows the last four digits and nothing more. The account belongs to the owner of the organisation and serves every location under it. Without an account we cannot pay you, and we do not keep your listings visible to renters.

8

Verification. Upload the front of your ID card, or a Chamber of Commerce extract that is no more than three months old. On an ID document, cover your citizen service number and your passport photo first, for example with the free KopieID app from the Dutch government. For the check we only need your name and the document number. One file can be 10 MB at most (JPG, PNG, WebP or PDF). No documents nearby? Move on for now. Uploading through your profile settings works just as well later.



Verify your identity

Verified hosts get a trust badge on their spaces. We review your documents as soon as possible and destroy them right after the review.

Not verified
Upload documents to get verified

Your document is permanently deleted after review

We look at your document once and destroy it permanently afterwards. All we keep is the fact that you are verified, never the document itself.

Before uploading, mask the BSN and photo on your ID, for example with the free KopieID app from the Dutch government. We only need your name and the document number for the check.

☐ I have masked my BSN and photo on the copy I am uploading

ID card
Front of your identity card **Upload**

Chamber of Commerce extract
Recent extract (max 3 months old) **Upload**

Your documents are sent encrypted, used only for verification and permanently deleted after review.

Back **Next**

No documents at hand? Feel free to continue; you can upload them later from your profile.

The verification step. First tick that your citizen service number and photo are covered, then upload your document.

Your documents travel encrypted, are used only for verification, and are permanently deleted once they have been reviewed.

9

Type of space. Choose what sort of space you offer. You may pick more than one, and your first choice becomes your main category. If your type is not in the list, pick "Other, not listed" and send us your suggestion.



.....



Space type

What type of space do you offer?
You can pick more than one. The first is your main category.

Workspace	Meeting room
Workshop space	Creative space
Gym	Studio
Community space	Event venue
Hall	Outdoor

Choose one or more types. Your first choice is the main category.

10

Your location and your first space. This is where you build the page renters will see. The address of your location comes first (we only share the exact address once a booking is confirmed). After that you describe the space itself in a few short screens: name and description, price per hour and capacity, photos, then the amenities. Good photos really do make a difference here.

BASICS

Space name *

bijv. Moderne Vergaderzaal

Space type *

You can pick more than one. The first is your main category.

[Don't see your type? Suggest it →](#)

City *

📍 Amsterdam ▼

Description *

Describe your space...

[Skip, I'll add a space later](#)

The space step: first the address of your location, then the space itself.

11

Access. Say how renters get in: a key box, a code, or you letting them in yourself. We pass these instructions on to the renter automatically as soon as a booking is confirmed. You can fill this in or change it later; pressing Next saves it for you.

12

Terms. Look through how cancelling works, add your own house rules if you have any, and agree to the host terms. The commission percentage that applies to you is named in the agreement text.

Voorwaarden & werkwijze

How cancellations work on PlaceHub; optionally add your own house rules.

Cancellations: how it works

You choose a cancellation policy per space when creating or editing it:

Flexible: Cancel for free up to 24 hours beforehand.

Standard: Free up to 7 days beforehand, then 50% back up to 24 hours beforehand.

Strict: Free up to 30 days beforehand, then 50% back up to 7 days beforehand.

[Lees het volledige beleid](#)

Huisregels (optioneel)

Bijv. niet roken, geen huisdieren, schoonmaak achteraf...

☐ Ik ga akkoord met de PlaceHub [hostvoorwaarden](#) en de [privacyverklaring](#). I understand that 15% commission is withheld on every booking.

[← Back](#) [Complete ✓](#)

The final step: cancellation policy, house rules and the agreement.

Naming your space

The name is the first thing a renter reads, both in the search results and at the top of your page. So put in what someone is renting and roughly where: "Yoga studio in Amsterdam-Zuid" gets found, "YOGI" does not. Nobody searches for a bare company name, apart from the people who already know you, and they can reach you without us.

Offering several spaces at one address? Give them names that carry the difference, like the big hall with the stage and the classroom next to it. Your organisation's name sits separately on the space page, in the block about the host, so you do not have to repeat it in every space name.

When your space can be booked

A new space is open every day from 06:00 to 22:00. If that matches your doors, there is nothing to set.

Closed at fixed times? Put your hours on the space, under "When is this space open?", right by your price: a start and an end per weekday, and two blocks on one day if you shut over lunch. They keep applying until you change them, and a weekday you leave empty stays closed. A single day you cannot make is a different matter; you close that one in your calendar, which is covered in "Bookings and your calendar".

Organisation, locations and spaces, explained

On PlaceHub you rent out from an organisation (you, or your company) with one or more locations under it: one for every address you rent out at. The top of your dashboard shows the location you are working in; under Spaces sit the spaces at that address, each with its own price, photos and calendar.

Want to offer another space at the same address? Go to Spaces and add one; the address and name are already filled in, so all that is left is the new space itself. A second address starts at `/app/organisatie/locaties` with **New location**. Working with colleagues? Give them access per location under Members. Who may do what there is spelled out in "Locations and your team", along with how you set the name your organisation carries on the site.

Renters never have to think about any of this. Every space shows up as its own card in the search results. When you offer more spaces at one address, each space page links through to your location page, and on the map your address opens that page straight away.

After the wizard: the review

Our team looks at your documents. You follow the status in your profile settings, under the heading "Verification". For every document you see whether it is being reviewed, approved or rejected. If a document is rejected, the reason is shown with it and you can upload a new one right away.

Dashboard

Calendar

Bookings

Messages

Profile

Not verified

Upload documents to get verified

Your document is permanently deleted after review

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ID card

Front of your identity card

Upload

Chamber of Commerce extract

Recent extract (max 3 months old)

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The verification status in your profile settings.

While the review is running, your dashboard tells you that your spaces are not public yet. Once your verification is approved they go live automatically, and we let you know. From that moment the familiar checkmark sits next to your name. The verification covers your whole organisation, so a second location or a colleague you invite does not go through it again.

What it costs and when you get paid

Renting out through PlaceHub costs you a commission on the rent of each booking; extras you offer alongside the space carry no commission. The standard rate is 15 percent, and the rate that applies to you is on your dashboard under "Commission". Your payout follows within 7 business days after the booking has finished, to the IBAN from step 7.

When a booking request comes in, answer it within 24 hours. That way the renter quickly knows where they stand.

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Page 10 of 11

Stuck somewhere?

Email us at support@placehub.nl. A person will get back to you within 24 hours.