

RENTAL APPLICATION

APPLICATION FORM FOR RENTING AN APARTMENT

Thank you for your interest in this apartment. Please take a few moments to fill in this form carefully, date and sign it, then return it to us together with the documents listed in point 9: your application will be reviewed with the full attention it deserves as soon as we receive a complete file.

01 RENTAL PROPERTY

Address of the apartment

Postcode / Town

Floor / Number of rooms

Monthly net rent (CHF)

Advance on service charges (CHF)

Parking space / garage requested

☐ Yes ☐ No

Viewing date

Desired move-in date

Special remark

02 APPLICANT(S)

APPLICANT 1

APPLICANT 2

Surname

First name

Date of birth

Marital status

Nationality

Residence permit (type / validity)

Current address

Postcode / Town

Phone - mobile

E-mail

03 EMPLOYMENT SITUATION AND INCOME

APPLICANT 1

APPLICANT 2

Occupation		
Employer (name)		
Employer's address		
Employer's phone number		
Employed since		
Type of contract		
Gross monthly income (CHF)		
Other income (CHF / month)		
Ongoing debt collection proceedings	☐ Oui, montant : ☐ No	☐ Oui, montant : ☐ No

04 CURRENT ACCOMMODATION

Current tenant since	
Current rent, service charges included (CHF)	
Current landlord / property management	
Address / phone of current landlord	
Reason for moving	
Current lease already terminated?	☐ Yes, effective: ☐ No
References from current landlord	☐ Authorised ☐ Not authorised

05 OCCUPANTS OF THE APARTMENT

Number of adults	
Number of children and ages	
Other occupants	

06 ADDITIONAL INFORMATION

Pets	☐ Yes, which: ☐ No
Musical instruments	☐ Yes, which: ☐ No
Vehicle(s) (number / registration)	
Use of the apartment	☐ Private ☐ Partly professional

07 PRIVATE LIABILITY INSURANCE

In accordance with Articles 257f and 267 of the Swiss Code of Obligations (CO), the tenant is required to take proper care of the rented property and is liable for any damage caused to it. Consequently, taking out and maintaining private liability insurance covering rental damage for the entire duration of the lease is a mandatory condition for concluding the lease agreement. Proof of insurance must be provided by the time the lease is signed at the latest.

Private liability insurance

☐ In place

☐ To be taken out before signing the lease

Company / Policy no.

08 RENTAL DEPOSIT

In accordance with Article 257e of the Swiss Code of Obligations (CO), a rental deposit corresponding to three months' net rent will be required upon signing the lease. It shall be provided either by a deposit into a rent-guarantee account opened in the tenant's name, or by a rent-guarantee insurance policy (surety) with a recognised insurer, subject to the landlord's approval.

Intended form of deposit

☐ Bank deposit ☐ Rent-guarantee insurance

Intended bank / insurer

09 DOCUMENTS TO BE ENCLOSED (FOR EACH APPLICANT)

☐ Copy of an identity document (passport or ID card)

☐ Copy of residence permit (for foreign nationals)

☐ Debt collection register extract, less than 3 months old

☐ Last three payslips or employer's certificate

☐ Certificate of private liability insurance

Any file that does not include all of these documents unfortunately cannot be considered.

10 DECLARATION AND SIGNATURE

The undersigned certifies (certify) the accuracy and completeness of the information provided and authorises (authorise) the landlord to verify it, in particular with the employer, the current landlord and the debt collection office. Any false statement may result in the rejection of the application or the termination of the lease.

This application does not constitute a commitment on the part of the landlord; the lease only takes effect once signed by both parties. The landlord reserves the right not to proceed without giving reasons.

ADMINISTRATION FEE

The administration fee is payable as soon as the property management has drawn up the lease agreement, regardless of whether the applicant actually takes possession of the premises.

DATA PROTECTION

The personal data and documents collected are processed exclusively for the purpose of reviewing this rental application, in accordance with the Federal Act on Data Protection (FADP; Art. 6 and 19). In the event of a negative response or withdrawal of the application, the complete file, including all copies and electronic data, is securely destroyed within 3 days of the decision, without further notice. The applicant may request the return of their documents within this period. If the lease is concluded, the data is kept in the tenant file for the duration of the lease and the resulting legal obligations; the tenant's contact details (name, address, phone, e-mail) are used by the landlord to manage the lease and may be shared, to the extent strictly necessary, with third parties working on the building, in particular tradespeople, maintenance companies, caretakers and insurers, in order to arrange interventions and ensure the upkeep of the property. Financial and personal information from the application file is never shared with these third parties.

PLACE AND DATE

SIGNATURE · APPLICANT 1

PLACE AND DATE

SIGNATURE · APPLICANT 2
