

RENTAL APPLICATION

APPLICATION FORM FOR RENTING A COMMERCIAL UNIT

Please complete this form in full, date and sign it, then return it to us together with all the documents listed in point 8: an incomplete file unfortunately cannot be considered.

01 RENTAL PROPERTY

Address of the unit	
Postcode / Town	
Floor / location	
Floor area (m ²)	
Current use of the unit	
Annual net rent (CHF)	
Annual advance on service charges (CHF)	
Parking spaces requested (number)	
Viewing date	
Desired move-in date	
Desired lease term	☐ 5 years ☐ 10 years ☐ Other:

02 TENANT

Company name	
Legal form	☐ Corporation (SA) ☐ LLC (Sàrl) ☐ Sole proprietorship ☐ Other:
UID no. / Commercial register entry	
Date of incorporation	
Registered office (full address)	
Website	
Contact person, position	
Phone	
E-mail	
Authorised signatory/ies	

03 INTENDED ACTIVITY

Detailed description of the activity

Trade name / business name

Number of employees

Planned operating hours

Open to the public

☐ Yes ☐ No

Possible nuisances (noise, odours, deliveries)

☐ Yes, please specify:

☐ No

Planned fit-out works

☐ Yes, please specify:

☐ No

Permit or licence required

☐ Yes, which:

☐ No

04 FINANCIAL SITUATION

Turnover of the last financial year (CHF)

Projected turnover (CHF)

Capital / equity (CHF)

Reference bank

Ongoing debt collection (company)

☐ Yes, amount:

☐ No

Ongoing debt collection (management)

☐ Yes, amount:

☐ No

05 CURRENT PREMISES

Address of current premises

Tenant since

Current annual rent (CHF)

Current landlord / management and phone

Reason for moving

References from current landlord

☐ Authorised ☐ Not authorised

06 BUSINESS 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. Taking out and maintaining business liability insurance (or private liability insurance for an individual tenant) covering rental damage and damage caused to third parties in connection with the business, 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.

Business liability insurance

☐ In place

☐ To be taken out before signing the lease

Company / Policy no.

07 RENTAL DEPOSIT

A rental deposit corresponding to six months' net rent will be required upon signing the lease (Art. 257e CO). It shall be provided either by a deposit into a rent-guarantee account opened in the tenant's name, by a bank guarantee, or by a rent-guarantee insurance policy (surety) with a recognised institution, subject to the landlord's approval.

Intended form of deposit

☐ Bank deposit ☐ Bank guarantee

☐ Rent-guarantee insurance

Intended bank / insurer

08 DOCUMENTS TO BE ENCLOSED

- ☐ Commercial register extract, less than 3 months old (or identity document for a sole proprietorship)
- ☐ Copy of an identity document for each signatory
- ☐ Debt collection register extract for the company, less than 3 months old
- ☐ Debt collection register extract for each manager / signatory, less than 3 months old
- ☐ Annual accounts (balance sheet and income statement) for the last two financial years
- ☐ Business plan and projected budget (for a new business or one less than two years old)
- ☐ Certificate of business liability insurance

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

09 DECLARATION AND SIGNATURE

The undersigned, acting on behalf of the tenant, certifies (certify) the accuracy and completeness of the information provided and authorises (authorise) the landlord to verify it, in particular with the commercial register, the debt collection office, the current landlord and the references given. 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 tenant 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 of the leased premises, 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 premises. Financial and personal information from the application file is never shared with these third parties.

PLACE AND DATE

SIGNATURE · FOR THE TENANT

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