

# RENTAL REQUEST

- Villa  
 Apartment (Number of rooms: \_\_\_\_ Floor: \_\_\_\_ )  
 Parking / Box

Object Address: \_\_\_\_\_

Rent: \_\_\_\_\_ Charges: \_\_\_\_\_ Desired Move-in Date: \_\_\_\_\_

## TENANT APPLICANT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Private email (excluding any professional email):  
\_\_\_\_\_

Marital status:  Single  Married / Registered Partner  
 Separated  Divorced  Widowed

Date of Birth: \_\_\_\_\_

Nationality:  swiss  other

For non-Swiss residents: Residence Permit Type:  
\_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

Number of people occupying the future accommodation: \_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Current Address: \_\_\_\_\_

Is the lease under your name?  yes  no

Has your current lease been terminated by the landlord?

yes  no

If yes, what was the reason? \_\_\_\_\_

Profession: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Since: \_\_\_\_\_

Gross annual income (after deductions for recurring charges such as alimony, wage garnishments, etc.):

Between CHF \_\_\_\_\_.- and CHF \_\_\_\_\_.-

Ongoing debt collection proceedings:  yes  no

Certificate of unpaid debts (less than 5 years old):

oui  non

Remarks:

## CO-TENANT APPLICANT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Private email (excluding any professional email):  
\_\_\_\_\_

Marital status:  Single  Married / Registered Partner  
 Separated  Divorced  Widowed

Date of Birth: \_\_\_\_\_

Nationality:  swiss  other

For non-Swiss residents: Residence Permit Type:  
\_\_\_\_\_

Permit Expiry Date: \_\_\_\_\_

Number of people occupying the future accommodation: \_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Current Address: \_\_\_\_\_

Is the lease under your name?  yes  no

Has your current lease been terminated by the landlord?

yes  no

If yes, what was the reason? \_\_\_\_\_

Profession: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Since: \_\_\_\_\_

Gross annual income (after deductions for recurring charges such as alimony, wage garnishments, etc.):

Between CHF \_\_\_\_\_.- and CHF \_\_\_\_\_.-

Ongoing debt collection proceedings:  yes  no

Certificate of unpaid debts (less than 5 years old):

oui  non

Remarks:

**ADDITIONAL QUESTIONS IF THE TENANT IS A COMPANY**

Company Name: _____	Generic Company Email Address: _____
Company Headquarters: _____	_____
Correspondence Address: _____	Mobile Phone: _____
Is the company registered in the Commercial Register (RC)? <input type="checkbox"/> yes <input type="checkbox"/> no	Name(s) of Administrator(s):
IDE Number: _____	1. _____
Annual Turnover: _____ .-	2. _____
Contact Person: _____	Ongoing debt collection proceedings against the administrator: <input type="checkbox"/> yes <input type="checkbox"/> no
Phone: _____	Certificate of unpaid debts (less than 5 years old): <input type="checkbox"/> yes <input type="checkbox"/> no

**Documents to be provided along with this form:**

- Certificate of no debt collection proceedings and certificate of unpaid debts, less than 3 months old, issued by the Debt Collection Office. (Original document)
- Copy of an identity document or residence permit
- Salary certificate or copies of the last three payslips

If the tenant is a company:

- Last 3 audited balance sheets or profit and loss statements
- Tax assessment notice
- Extract from the Commercial Register
- Copy of an identity document or residence permit for the signatories and administrators
- Certificate of no debt collection proceedings and certificate of unpaid debts, less than 3 months old, related to the company and its administrators, issued by the Debt Collection Office (Original document)

Reference Persons: \_\_\_\_\_

Do you authorize the landlord to contact the reference person(s) in the event that your application is considered for the conclusion of the lease, in order to verify the information provided?

**You became aware of this property through:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Our website        | <input type="checkbox"/> Homegate.ch    | <input type="checkbox"/> Immobilier.ch |
| <input type="checkbox"/> Property owner     | <input type="checkbox"/> Immoscout24.ch | <input type="checkbox"/> Other : _____ |
| <input type="checkbox"/> Relocation company | <input type="checkbox"/> Bazzile        |  |

## LIMITATION OF THE LEGAL SCOPE OF THE FORM

This form is not a contractual document and cannot in any case be considered as any form of commitment to enter into a lease agreement.

## PROCESSING OF YOUR PERSONAL DATA

The information you provide in this form is considered personal data and is protected by the Federal Data Protection Act (LPD). In this regard, we inform you that:

- The collection of your personal data is carried out for the purpose of concluding a lease agreement and is intended to allow the landlord to select an appropriate tenant from the applicants. The processing of your personal data will therefore only be carried out for this purpose.

- Your personal data will be transmitted to the property owner (landlord) for the purpose of deciding on the allocation of the housing, and the landlord is subject to the same data protection requirements as Comptoir Immobilier SA.

- Your personal data will only be processed in Switzerland. In the event that the landlord is domiciled in a country that is not recognized as ensuring an adequate level of data protection, we will send you specific additional information to your email address before your personal data is communicated to the landlord.

- Your personal data will be immediately deleted if the housing is not allocated to you.

- To best protect your personal data from loss, unauthorized alteration, or unlawful access by third parties, we take security measures in accordance with industry standards. This includes limiting access as well as implementing technical and organizational measures. However, please note that we cannot guarantee absolute security for your personal data, as the storage and electronic transmission of personal data involve certain risks.

- If you have any questions or requests, you can contact the personal data processing officer at the following address: [dpo@comptoir-immo.ch](mailto:dpo@comptoir-immo.ch)

We also invite you to visit our website to obtain detailed information on our personal data management policy.

Administrative fees for the establishment of a lease agreement may, depending on the case, amount to CHF 150.- including VAT for an apartment, CHF 350.- including VAT for a villa, CHF 100.- including VAT for a parking space/box, and CHF 220.- including VAT for an apartment + parking space/box.

In the event of withdrawal after the property has been allocated, a fee of CHF 250.00 including VAT will be charged as cancellation fees for the lease. This amount will be CHF 100.00 including VAT for a parking space/box.

For existing properties (i.e., excluding those under construction): The undersigned certifies having visited the property.

Made at \_\_\_\_\_

Made at \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Signature of tenant applicant:

Signature of co-tenant applicant:

## SUBMISSION OF YOUR RENTAL APPLICATION FORM

Thank you for sending your application to the relevant agency. The CI Gérance services of Comptoir Immobilier are at your disposal: <https://comptoir-immo.ch/groupe/nos-agences/>.