

- ☐ Office (Floor: _____)
☐ Workshop / Storage
☐ Arcade
☐ Parking / Garage Box

Property address: _____
 Surface area (sqm): _____ Monthly rent: _____
 Desired move-in date: _____ Monthly charges: _____
 (Includes monthly accessories)
 Other: _____

IF THE TENANT IS A COMPANY

Company name: _____
 Company headquarters: _____
 Correspondence address: _____
 Is the company registered with the Commercial Register?
☐ yes ☐ no
 IDE number: _____
 Annual turnover: _____ .-
 Is the company subject to VAT? ☐ oui ☐ non
 VAT number: _____
 Ongoing legal proceedings: ☐ oui ☐ non
 Debt collection actions in the last 5 years: ☐ oui ☐ non

Contact person: _____
 Phone: _____
 Generic company email address: _____
 Mobile: _____
 Names of the directors:
 1. _____
 2. _____
 3. _____
 Ongoing legal proceedings: ☐ oui ☐ non
 Debt collection actions in the last 5 years: ☐ oui ☐ non

IF THE TENANT IS A NATURAL PERSON

TENANT APPLICANT

Last name: _____
 First name: _____
 Phone: _____
 Email : _____
 Date of birth: _____
 Nationality: ☐ swiss ☐ other
 For foreigners: Type of residence permit: _____
 Expiry date of permit: _____
 Occupation: _____
 Annual gross income: between CHF _____ .- et CHF _____ .-
 Ongoing legal proceedings: ☐ yes ☐ no
 Debt collection actions in the last 5 years: ☐ yes ☐ no
 Rent guarantee: ☐ Bank guarantee ☐ Guarantor company

ROOMMATE

Last name: _____
 First name: _____
 Phone: _____
 Email : _____
 Date of birth: _____
 Nationality: ☐ swiss ☐ other
 For foreigners: Type of residence permit: _____
 Expiry date of permit: _____
 Occupation: _____
 Annual gross income: between CHF _____ .- et CHF _____ .-
 Ongoing legal proceedings: ☐ yes ☐ no
 Debt collection actions in the last 5 years: ☐ yes ☐ no

Remarks:

Remarks:

Documents to be provided along with this form:

If the tenant is a company:

- ☐ Last 3 audited balance sheets or Profit and Loss accounts
- ☐ Tax assessment notice
- ☐ Extract from the Commercial Register
- ☐ Photocopy of an identity card or residence permit of the signatories
- ☐ Certificate of no legal proceedings and debt collection actions, less than 3 months old, for the company, issued by the Debt Collection Office (Original document)
- ☐ Photocopy of an identity card of the company's director(s)
- ☐ Certificate of no legal proceedings and debt collection actions, less than 3 months old, for the company's director(s), issued by the Debt Collection Office (Original document)
- ☐ Business Plan (if the company is new or under formation)

If the tenant is an individual:

- ☐ Certificate of no legal proceedings and debt collection actions, less than 3 months old, issued by the Debt Collection Office (Original document)
- ☐ Photocopy of an identity card or residence permit
- ☐ Salary certificate or copies of the last three payslips

References : _____

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

You became aware of this property through:

- | | | |
|---|---|--|
| ☐ Our website | ☐ Homegate.ch | ☐ Immobilier.ch |
| ☐ Owner | ☐ Immoscout24.ch | ☐ Acheter-Louer |
| ☐ Relocation company | ☐ Bazzile | ☐ Other: _____ |

LIMITATION OF THE LEGAL SCOPE OF THE FORM

This form is not a contractual document and should not be considered as any commitment to enter into a lease agreement.

TRAITEMENT DE VOS DONNÉES PERSONNELLES

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

- The collection of your personal data is carried out for the purpose of entering into a lease agreement and aims to allow the landlord to select an appropriate tenant from among the applicants. Your personal data will therefore only be processed for this purpose.

- Your personal data will be transmitted to the property owner (landlord) for the decision regarding the allocation of the commercial property, who is subject to the same data protection requirements as Comptoir Immobilier SA.

- Your personal data will only be processed in Switzerland. If the landlord is based in a country not recognized as providing an adequate level of data protection, we will send you additional specific information to your email address before communicating your personal data to them.

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

- To best protect your personal data against loss, unauthorized modification, or illegal access by third parties, we implement security measures in accordance with industry standards. This includes, in particular, access restrictions as well as 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 person responsible for personal data processing at the following address: dpo@comptoir-immo.ch

We also invite you to visit our website for 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 250.- for an office and CHF 100.- for a parking space/garage box.

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

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

Done at _____

Done at _____

On _____

On _____

Tenant applicant's signature:
(Representative(s) of the company or individual)

Signature(s) of the co-signatory tenant(s) of the lease:

SENDING YOUR RENTAL APPLICATION FORM

Please send your application to the relevant agency. The CI Gérance services of Comptoir Immobilier are at your disposal: <https://comptoir-immo.ch/demandes-de-location/>.