

RENTAL REQUEST

- ☐ 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: _____

Registered office: _____

Correspondence address: _____

Is the company registered with the Commercial Register?

☐ yes ☐ no

IDE number: _____

Annual turnover: _____ .-

Is the company subject to VAT? ☐ yes ☐ no

VAT number: _____

Ongoing legal proceedings: ☐ yes ☐ no

Debt collection actions in the last 5 years: ☐ yes ☐ no

Description of the business activity : _____

Contact person: _____

Phone: _____

Generic company email address: _____

Mobile: _____

Names of the directors:

1. _____

2. _____

3. _____

Ongoing legal proceedings: ☐ yes ☐ no

Debt collection actions in the last 5 years: ☐ yes ☐ no

IF THE TENANT IS A PHYSICAL PERSON

TENANT APPLICANT

Last name: _____

First name: _____

Phone: _____

Email: _____

Address: _____

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

ROOMMATE

Last name: _____

First name: _____

Phone: _____

Email : _____

Address: _____

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

RENTAL REQUEST

Certificate of loss in the last 5 years: ☐ yes ☐ no
Rent guarantee: ☐ Bank guarantee ☐ Guarantor company
Remarks:

Certificate of loss in the last 5 years: ☐ yes ☐ no
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
- ☐ Tax assessment notice

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 shall under no circumstances be considered as any commitment whatsoever to enter into a lease agreement.

TRAITEMENT DE VOS DONNÉES PERSONNELLES

The information you provide in this form is considered personal data protected by the Federal Act on Data Protection (FADP). 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 a suitable tenant from among the applicants. Your personal data will therefore only be processed for this purpose.

- Your personal data will be transmitted to the owner of the building (landlord) for the purpose of deciding on the allocation of the commercial premises. The landlord is subject to the same data protection obligations as Comptoir Immobilier SA.

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

- Your personal data will be immediately destroyed should the commercial premises not be allocated to you.

- In order to protect your personal data as effectively as possible against loss, unauthorized alteration, or unlawful 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. Please note, however, that we cannot guarantee absolute security of your personal data, as the storage and electronic transmission of personal data inherently involve certain risks.

- Should you have any questions or requests, you may contact the person responsible for the processing of personal data at the following address: dpo@comptoir-immo.ch

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

Administrative fees may amount to up to CHF 250 for an office and CHF 100 for a parking space or garage box, depending on the case.

In the event of withdrawal after the commercial premises have been allocated, an amount of CHF 250.00 VAT included will be charged as lease cancellation fees. This amount will be CHF 100.00 VAT included for a parking space/garage box.

For existing commercial premises (i.e. excluding premises under construction): The undersigned confirms having visited the premises.

Done at _____

Done at _____

On _____

On _____

Tenant applicant's signature:
(Company representative(s) or individual applicant)

Co-signatory applicant(s)' signature(s):

SENDING YOUR RENTAL APPLICATION FORM

Please send your application file to the relevant agency. The CI Commercial services of Comptoir Immobilier remain at your disposal: <https://comptoir-immo.ch/en/rental-inquiries>.