RENTAL APPLICATION

COMPTOIR IMMOBILIER
RÉGISSEURS DEPUIS 1825

☐ House
☐ Apartment (Number of rooms: ___ Floor: ___)
☐ Parking / Garage

Property address: _____

Rent: _____ **Charges:** _____ **Desired move-in date:** _____

Property viewing date (except for properties under construction): __/__/____

☐ **PARKING WITH THE APARTMENT** - ☐ **NO PARKING**

TENANT APPLICANT

Last name: _____
First name: _____
Telephone : _____
Private email address (excluding any professional email):
_____
Date of birth: _____
Nationality: ☐ swiss ☐ other
For foreign nationals: Type of residence permit: _____
Permit expiry date: _____
Current address: _____
Postal code: _____ Town/City: _____
Is the lease in your name: ☐ yes ☐ no
Has your current lease been terminated by the landlord:
☐ yes ☐ no
If yes, for what reason: _____
Occupation: _____
Current employer: _____
Since: _____
Gross annual income between CHF ____ .- and CHF ____ .-
Recurring fixed expenses (such as leasing, alimony, wage garnishment, mortgage payments): CHF _____ .-
Ongoing debt enforcement proceedings: ☐ yes ☐ no
Certificate of unpaid debts (less than 5 years old):
☐ yes ☐ no
Remarks:

CO-TENANT APPLICANT

Last name: _____
First name: _____
Telephone : _____
Private email address (excluding any professional email):
_____
Date of birth: _____
Nationality: ☐ swiss ☐ other
For foreign nationals: Type of residence permit: _____
Permit expiry date: _____
Current address: _____
Postal code: _____ Town/City: _____
Is the lease in your name: ☐ yes ☐ no
Has your current lease been terminated by the landlord:
☐ yes ☐ no
If yes, for what reason: _____
Occupation: _____
Current employer: _____
Since: _____
Gross annual income between CHF _____.- et CHF _____ .-
Recurring fixed expenses (such as leasing, alimony, wage garnishment, mortgage payments): CHF _____ .-
Ongoing debt collection proceedings: ☐ yes ☐ no
Certificate of unpaid debts (less than 5 years old):
☐ yes ☐ no
Remarks:

Number of people occupying the future accommodation: _____ Adults: _____ Children: _____
Family home: ☐ yes ☐ no

Rental guarantee: ☐ Bank guarantee ☐ Surety company

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Note: if you are employed by your own company, please also complete the additional questions relating to companies (p. 2) and provide the required supporting documents.

ADDITIONAL QUESTIONS IF THE TENANT IS A COMPANY

Company name: _____
Registered office: _____
Mailing address: _____
Is the company registered in the Commercial Register?
☐ yes ☐ no
UID number: _____ Registration date: _____
Annual turnover: _____
Is the company subject to VAT?: ☐ yes ☐ no
VAT number: _____
Ongoing debt collection proceedings: ☐ yes ☐ no
Certificate of unpaid debts (less than 5 years old):
☐ yes ☐ no

Contact person: _____
Telephone : _____
Company generic email address:
_____
Mobile phone: _____
Name(s) of director(s):
1. _____
2. _____
3. _____
Ongoing debt collection proceedings against the director:
☐ yes ☐ no
Certificate of unpaid debts (less than 5 years old):
☐ yes ☐ no

DOCUMENTS TO BE PROVIDED

If the applicant is an individual

1. **At the same time as submitting this form:**
   ☐ Certificate of no debt collection proceedings and no certificates of unpaid debts, issued within the last 3 months by the Debt Collection Office (original).

2. **If the application is pre-selected:**
   ☐ Copy of an identity document or residence permi
   ☐ Salary certificate or copies of the last three pay slips

Important remarks:
Pre-selection of the application does not guarantee allocation of the accommodation. The application will only be considered for the final selection if the above-mentioned documents confirm the information provided in this form. In case of inaccurate information, the application will be rejected and any costs incurred for processing the application may be charged.

If the applicant is a company, at the same time as submitting this form:

☐ 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 of the signatory(ies) and director(s) of the company
☐ Certificate of no debt collection proceedings and no certificates of unpaid debts, issued within the last 3 months, relating to the company and its director(s), issued by the Debt Collection Office (original document)

References (optional): _____

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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? ☐ yes ☐ no

How did you hear about this property:

☐ Our website ☐ Homegate.ch ☐ Immobilier.ch
☐ Owner ☐ Immoscout24.ch ☐ Other: _____
☐ Relocation company ☐ Bazzile

LIMITATION OF THE LEGAL SCOPE OF THE FORM

This form is not a contractual document and cannot under any circumstances be considered as any kind 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 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 enable the landlord to select a suitable tenant from among the applicants. Your personal data will therefore be processed solely 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 accommodation; the latter is subject to the same data protection requirements as Comptoir Immobilier SA.
- Your personal data will be processed only in Switzerland. In the event that the landlord is 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 permanently deleted if the accommodation is not allocated to you.
- In order to best protect your personal data against loss, unauthorized modification, 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. However, please note that we cannot guarantee absolute security of your personal data, as the storage and electronic transmission of personal data involve certain risks.
- If you have any questions or requests, you may contact the person responsible for data processing at the following address: dpo@comptoir-immo.ch
- We also invite you to consult our website to obtain full and detailed information regarding our personal data management policy

Application fees may, depending on the case, amount to up to CHF 150 (incl. VAT) for an apartment, CHF 350 (incl. VAT) for a villa, CHF 100 (incl. VAT) for a parking space/garage, and CHF 220 (incl. VAT) for an apartment with a parking space/garage.

In the event of withdrawal after the accommodation has been allocated, an amount of CHF 250.00 (incl. VAT) will be charged as a lease cancellation fee. This amount will be CHF 100.00 (incl. VAT) for a parking space/garage.

Done at _____,

on _____

Signature of the applicant:

Done at _____,

on _____

Signature of the co-applicant:

SUBMISSION OF YOUR RENTAL APPLICATION FORM

lease send your application file to the relevant agency. The CI Gérance services of Comptoir Immobilier are at your disposal: https://comptoir-immo.ch/en/rental-inquiries.