

ACCOMMODATION APPLICATION FORM

Date : _____

Address of the property : _____

Nbr of rooms : ____ Floor : ____ Apartment No. : ____

 Have you visited it ? Yes : No :

 Do you require a parking space ? Yes : No :

Desired entry date ? _____

How did you first hear about this property ?

 Former tenant Property agent's advert

 Caretaker Relocation company

 Housing Dept. Web

 Property agency lists Other

 Owner

TENANT

Last name : _____

First name : _____

 Marital status : single married civil union
 separated divorced widowed

Date of birth : _____

Nationality : _____

Residence permit : _____

Address : _____

Postcode/Town : _____

Telephone/Mobile : _____

E-mail : _____

Current property management co. : _____

Profession : _____

Current employer : _____

Since : _____

Work's phone no. : _____

Gross monthly income : _____

Net monthly income : _____

Previous employer : _____

Current accommodation (no. of rooms) : _____

Monthly rent including charges : _____

Is the lease in your name ? _____

 Do you have a car : yes no a two-wheeler : yes no

 Do you smoke : Yes No

 Are you currently the subject of any legal proceedings or
 declaration of insolvency : Yes No

CO-TENANT or Guarantor

Last name : _____

First name : _____

 Marital status : single married civil union
 separated divorced widowed

Date of birth : _____

Nationality : _____

Residence permit : _____

Address : _____

Postcode/Town : _____

Telephone/Mobile : _____

E-mail : _____

Current property management co. : _____

Profession : _____

Current employer : _____

Since : _____

Work's phone no. : _____

Gross monthly income : _____

Net monthly income : _____

Previous employer : _____

Current accommodation (no. of rooms) : _____

Monthly rent including charges : _____

Is the lease in your name ? _____

 Do you have a car : yes no a two-wheeler : yes no

 Do you smoke : Yes No

 Are you currently the subject of any legal proceedings or
 declaration of insolvency : Yes No

Number of people who will be occupying the future accommodation : ____ adults : ____ children : ____

Comments : _____

ITEMS TO BE SUPPLIED (copies)

- 1. Certificate of your salary or your last pay slip
- 2. Your identity papers or residence permit
- 3. Certificate of non debits valid for less than 3 months
- 4. Letter of recommendation

 When an apartment is allocated, the new tenant is required to pay the sum of **CHF 120.-- plus VAT** as an administration charge.

 If an apartment is allocated to you and you then decide not to proceed, the sum of **CHF 200.-- plus VAT** will be invoiced to you to cover the cost of drawing up the lease and the credit search.

 Should you decide at a late stage that you do not wish to proceed, **half a month's rent** may be demanded to cover the losses incurred by the building owner.

 For help with your home hunting, please visit our **website: www.moservernet.ch**, sign up for our mailshots, or pick up a copy of our property lists from **reception, open from 8 AM to 12.30PM and from 1.30 PM to 5 PM** or contact our reception staff on **022.839.09.25 from 8 AM to 12PM and from 2 PM to 5 PM.** location@moservernet.ch

SIGNATURE (Tenant) : _____

SIGNATURE (Co-tenant) : _____