

Guide for rental applicants

If you are interested in the property that you have just visited:

Here are the formalities to be completed and the documents to be supplied to our reception office:

- Complete the registration form, or the application form for subsidized housing *
- Supply proof of your income,
- Supply a copy of your identification document(s),
- Supply a copy of your residence permit if you are not a Swiss citizen,
- Obtain an up to date certificate at your own cost (dating from the last three months) from the *Office des Poursuites* (rue du Stand 46 - CP 208 – 1211 Geneva 9, Tel. 022.388.90.90 (opening times: 8.30 AM to 3.30 PM non-stop, or www.geneve.ch)
- Supply a letter of recommendation

** The application form for subsidized housing is more complex and can be obtained from the reception office or website of the Office Cantonal du Logement (Area Housing Office)*

Our reception office is open from Monday to Friday from 8.00 AM to 12.30 and from 1.30 PM to 5.00 PM. Our telephone enquiries desk is open from 8.00 AM to 12.00PM and from 2.00 PM to 5.00 PM ☎ 022.839.09.25.
Website: www.moservernet.ch.

If your application is accepted:

We will contact you by telephone to inform you that your application has been accepted, (subject to us receiving satisfactory feedback from our credit search concerning you, and to a final attribution of housing offer being made). During this phone call, we will ask if you are still definitely interested in renting the apartment selected.

After receiving your verbal agreement, we will send you a formal offer of accommodation, requesting that you arrange an appointment to come in and sign the contract and at the same time we will also organize a credit search.

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

Should you decide not to rent the apartment after this telephone conversation, cancellation charges of CHF 200.-- plus VAT will be invoiced to you to cover among other things the cost of the credit search.

Should you decide at a later stage that you do not wish to proceed, resulting in a loss of rent for the owner, we reserve the right to invoice you an additional surcharge corresponding to half a month's rent, in addition to the cancellation charge of CHF 200.-- plus VAT.

The meeting with the tenant(s) to sign the contract:

For this meeting, you are required to:

- Supply a deposit certificate (this is not required for subsidized housing)
- Supply a civil liability insurance certificate
- Pay the first rental instalment in cash, including the revenue stamps and administration charges.

During this meeting, we will supply you with several documents (including the form for letterbox plates, bank transfer or direct debit payment slips, and a list of formalities to be completed when moving in or out of the property, etc.). An "entry slip" will only be supplied to you on condition that all of the abovementioned conditions have been fulfilled.

Finally, an examination and inventory of the apartment at the time of entry will be arranged with the technician from the property management company and the caretaker, to whom you should supply the entry slip in order to obtain the keys.