

## DESIRED PROPERTY

Address of the property \_\_\_\_\_

Square meter \_\_\_\_\_ Floor \_\_\_\_\_ Rent \_\_\_\_\_ Charges \_\_\_\_\_

Type ☐ Office ☐ Shop ☐ Workshop ☐ Warehouse ☐ Other \_\_\_\_\_ Total \_\_\_\_\_

Your business \_\_\_\_\_ Have you visited it? ☐ yes ☐ no

Desired entry date \_\_\_\_\_ Do you require a parking space? ☐ yes ☐ no

How did you first hear about this property? ☐ Former tenant ☐ Relocation company ☐ moservernet.ch ☐ immobilier.ch Other : \_\_\_\_\_

*Note: Applicants must be tenant applicants (company or individual: fill out top or bottom section of left column) and co-tenant applicants (i.e., also occupying the premises) or a guarantor (nonoccupant) (fill out top or bottom section of right column)*

## PERSONAL DETAILS

### COMPANY

Company name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Postcode / Town \_\_\_\_\_

Telephone / Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Fax \_\_\_\_\_

Signatorie(s) for the company \_\_\_\_\_

Is the company subject to debt enforcement or a certificate of loss? ☐ yes ☐ no

## TENANT

☐ Company in the process of being established

## ☐ CO-TENANT ☐ JOINT CONTRACTOR

☐ Private unlimited company / Sole proprietorship

### NATURAL PERSON(S)

Last name \_\_\_\_\_

First name \_\_\_\_\_

Marital status ☐ single ☐ married ☐ civil union ☐ separated ☐ divorced ☐ widowed

Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode / Town \_\_\_\_\_

Telephone / Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

Nationality \_\_\_\_\_

Residence permit \_\_\_\_\_

Profession \_\_\_\_\_

Current employer \_\_\_\_\_

Since \_\_\_\_\_

Work's phone number \_\_\_\_\_

Monthly income net \_\_\_\_\_ gross \_\_\_\_\_

Previous employer \_\_\_\_\_

Are you subject to debt enforcement or a certificate of loss? ☐ yes ☐ no

Remarks \_\_\_\_\_

☐ single ☐ married ☐ civil union ☐ separated ☐ divorced ☐ widowed

☐ single ☐ married ☐ civil union ☐ separated ☐ divorced ☐ widowed

Signature(s) company \_\_\_\_\_

Signature(s) natural person(s) \_\_\_\_\_

# APPLICATION FORM

## Offices / business / other

### Required Documents (copies)

- This application form, completed and signed

#### Company:

- Trade register extract
- Form of ID for all signatories
- Residence permit for all signatories who are foreign nationals
- Recent proof of no debt enforcements and certificates of loss (less than 3 months)
- Most recent balance sheet or P&L statement (document created by trustee / fiduciary company)
- Most recent complete “avis de taxation”, front and back, of the society
- For start-ups: provide corporate structure or business plan

#### Individual(s):

- Form of ID for all signatories
- Residence permit for all signatories who are foreign nationals
- Recent wage statement(s) or last 3 pay slips for all signatories
- Most recent complete “avis de taxation” [summary of personal tax information] (federal, cantonal, and municipal taxes), front and back, for all signatories
- Recent proof of no debt enforcements or certificates of loss (less than 3 months) for all signatories

### These documents must be provided to the MOSER VERNET & CIE SA real estate agency:

In person at the reception:	chemin Malombré 10 – 1206 Geneva Monday to Friday, 8 a.m. – 5 p.m.
By mail:	PO Box 129 – 1211 Geneva 12
By email:	locations.commerciales@moservernet.ch
For questions:	Please phone us at 022 839 09 79. Monday to Friday, 8 a.m. – 12 p.m. and 2 p.m. – 5 p.m.

### Signing fee

If a lease is signed, a amount between **CHF 70.00 + VAT** and **CHF 130.00 + VAT** will be billed to you for processing your tenant application

### Tenant applicant fees for withdrawal

If your application is accepted and you withdraw, you will be charged the amount of **CHF 200.00 + VAT** to cover the cost of drawing up the lease, financial checks, and other activities we perform in the course of processing your application

In addition, if your withdrawal is late, you may be charged **one half-month's rent** to cover damages to the lessor

### The processing of your personal data

By signing this registration form, you acknowledge that you have freely and voluntarily agreed to share some of your personal data with us regarding your rental request. Your data will be processed solely for this purpose and in strict accordance with applicable laws. For further information, including your rights and our obligations regarding the processing of your personal data, we recommend that you read the document about “ le Règlement Général sur la Protection des Données (RGPD)” available on our website.

The undersigned state that the information contained in this form and the documents they have provided are true and accurate. They authorize MOSER VERNET & CIE SA to obtain all other supplementary information. They also accept the abovementioned fees under the circumstances described.

Signature(s) company \_\_\_\_\_

Signature(s) natural person(s) \_\_\_\_\_

Space reserved for the estate agency

Date of receipt of the file \_\_\_\_\_ visa \_\_\_\_\_