

### DESIRED ACCOMODATION

Date \_\_\_\_\_

Address \_\_\_\_\_

Nbr of rooms \_\_\_\_\_ Floor \_\_\_\_\_ Rent \_\_\_\_\_ Charges \_\_\_\_\_

Have you visited it?  yes  no Total \_\_\_\_\_

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: Apartment applicants and any co-applicants (i.e., sharing the apartment) or joint contractor (nonoccupant) are jointly and severally liable for all tenant obligations if a lease agreement is signed*

### PERSONAL DETAILS

### TENANT

### CO-TENANT JOINT CONTRACTOR

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

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

Marital status \*  single  married  civil union  single  married  civil union  
 separated  divorced  widowed  separated  divorced  widowed

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

Address \* \_\_\_\_\_

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

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

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

Nationality \* \_\_\_\_\_

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

Profession \* \_\_\_\_\_

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

Since \_\_\_\_\_

Work's phone no. \_\_\_\_\_

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

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

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

Current property management co. \* \_\_\_\_\_

Current accommodation (no. of rooms) \* \_\_\_\_\_

Monthly rent including charges \* \_\_\_\_\_

Is the lease in your name? \*  yes  no  yes  no

Do you allow us to contact your property management? \*  yes  no  yes  no

Do you own an animal(s)? \*  yes  no

Number of people who will be occupying the future accommodation \* \_\_\_\_\_ adult(s) and \_\_\_\_\_ children

Remarks \_\_\_\_\_

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

\* Required fields

# APPLICATION FORM

## Accommodation

### Required Documents (copies)

- This application form, completed and signed
- Form of ID for all signatories
- Residence permit for all signatories who are foreign nationals
- Recent salary statement(s) or last 3 pay slips for all signatories
- Recent proof of no debt enforcements or certificates of loss (less than 3 months) for all signatories
- For company applicants: Trade register extract and most recent balance sheet or P&L statement (document created by an accountant or fiduciary company)
- Letter of recommendation

### 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.accueil@moservernet.ch
For questions:	Please phone us at 022 839 09 25 Monday to Friday, 8 a.m. – 12 p.m. and 2 p.m. – 5 p.m.

### Signing fee

If a lease is signed, the amount of **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

We process your personal data in accordance with the applicable legislation in this area. For more information on this subject, we invite you to consult our confidentiality policy, available at [moservernet.ch/services/aux-locataires/documents-utiles/](http://moservernet.ch/services/aux-locataires/documents-utiles/)

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) \_\_\_\_\_

Space reserved for the estate agency

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

visa \_\_\_\_\_