

Desired property

Address of the property _____

Square meter m² _____ Floor _____ Rent _____ Charges _____

Type Office Shop Workshop Warehouse Autre _____ Total _____

Your business _____ Have you visited it? yes no

Desired entry date (dd / mm / yyyy) _____ / _____ / _____ 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 (dd / mm / yyyy) * _____ / _____ / _____

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

net _____ gross _____

yes no

Signature(s) compagny

Signature(s) natural person(s)

* Required fields

Required documents

1. 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

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

A. Soit à notre réception:

Chemin Malombré 10 – 1206 Geneva,
1st floor, Monday to Friday, 8 a.m. – 5 p.m.

B. By mail:

PO Box 129 – 1211 Geneva 12

C. By e-mail:

locations.commerciales@moservernet.ch

For questions:

022 839 09 79

Monday to Friday, 8 a.m. – 5 p.m.

Important notice : A visit to the property is compulsory. Failing this, your application will not be considered.

Fees

1. 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

2. 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

Traitement des données

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/



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) compagny _____

Signature(s) natural person(s) _____

Space reserved for the estate agency

Date of receipt of the file _____ / _____ / _____

visa _____