

Desired property

Address of the property _____

Square meter m² _____ Floor _____Type ☐ Office ☐ Shop ☐ Workshop ☐ Warehouse ☐ Other _____

Your business _____

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

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

Rent _____ Charges _____

Total _____

Have you visited it? ☐ yes ☐ noDo you require a parking space? ☐ yes ☐ no**Note:** Parking applicants and any co-applicants (i.e., sharing the parking) or guarantor (nonoccupant) are jointly and severally liable for all tenant obligations if a lease agreement is signed

Personal details

Tenant

☐ Co-tenant ☐ Joint contractor

COMPANY

Company name *

Company *

Address *

Postcode / Town *

Telephone / Mobile *

E-mail *

Signatorie(s) for the company *

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

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 *

Previous employer

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

Remarks

Signature(s) company

Signature(s) natural person(s)

☐ Company in the process of being established☐ Private unlimited company / Sole proprietorship☐ yes ☐ no☐ single ☐ married ☐ civil union
☐ separated ☐ divorced ☐ widowed

Net: _____ gross: _____

☐ yes ☐ no

NATURAL PERSON(S)

* Required fields

Application form

Offices / business / other

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. In person at the reception:

Chemin Malombré 10 – 1206 Genève
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.accueil@moservernet.ch

For questions:

022 839 09 25

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, the amount of 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

Personal data

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) company

Signature(s) natural person(s)

Space reserved for the estate agency

Date of receipt of the file

_____/_____/_____

Visa
