

PRIVALIA

IMMOBILIER

APPLICATION FORM

Strictly private and confidential

PROPERTY DETAILS

Address	_____	Main housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Post code	_____	Monthly rent	_____	CHF / month
Number of rooms	_____	Charges	_____	CHF / month
Have you visited it ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parking	_____	CHF / month
Visit date	_____	Total	_____	CHF / month
Desired start date	_____	Bank guarantee (3 months)	_____	CHF / month
Desired duration of the lease (years)	_____	<input type="checkbox"/> Swiss bank	<input type="checkbox"/> Guarantee company (swiss caution, etc.)	
How did you first hear about this property ?	<input type="checkbox"/> Website <input type="checkbox"/> Advertising <input type="checkbox"/> Former tenant <input type="checkbox"/> Other			

PERSONAL DETAILS

LEASEHOLDER

☐ HOLDER

☐ GUARANTOR

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

Firstname	_____	_____
Surname	_____	_____
Date of birth	_____	_____
Marital status	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> civil union <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widowed	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> civil union <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widowed
Nationality	_____	_____
Residence permit	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> G <input type="checkbox"/> L <input type="checkbox"/> Legitimation card <small>Please join a copy of the license</small>	<input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> G <input type="checkbox"/> L <input type="checkbox"/> Legitimation card <small>Please join a copy of the license</small>
Present address	_____	_____
Post code	_____	_____
Current monthly rent (CHF)	_____	_____
Time at this address	_____	_____
Number of rooms	_____	_____
Is the lease in your name ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Landlord / letting agency name	_____	_____
Moving reason	_____	_____
Termination given by	<input type="checkbox"/> The tenant <input type="checkbox"/> The landlord	<input type="checkbox"/> The tenant <input type="checkbox"/> The landlord
Phone number	_____	_____
Email	_____	_____
Do you have any proceedings ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of people who will be occupying the future accomodation	Adult(s) : _____	Child(ren) : _____ Age : _____
Pets	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, which animal ?</i>	_____
Musical instruments	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, which instrument ?</i>	_____

EMPLOYMENT DETAILS

	LEASEHOLDER	<input type="checkbox"/> HOLDER	<input type="checkbox"/> GUARANTOR
Contract type	<input type="checkbox"/> Fixed <input type="checkbox"/> Temporary <input type="checkbox"/> Intern <input type="checkbox"/> Other _____	<input type="checkbox"/> Fixed <input type="checkbox"/> Temporary <input type="checkbox"/> Intern <input type="checkbox"/> Other _____	
Employer name	_____	_____	
Employer position	_____	_____	
Start date	_____	_____	
Address	_____	_____	
Contact number	_____	_____	
Post code	_____	_____	
Gross monthly income (CHF)	_____	_____	
Net monthly income (CHF)	_____	_____	
Do you have a 13th salary ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have other sources of income ?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, how much? _____	

REQUIRED DOCUMENTS (IN ADDITION TO THIS APPLICATION FORM)**AS A PERSON** (*Employee*)

- Copy of ID / Passport and / or valid residence permit(s)
- A recent certificate of salary or the 3 last payslips issued by your employer
- A non-tracking certificate (attestation de non poursuite) issued by the «Office des poursuites et faillites» recent under 3 months
- Any other documents for your application
- If a guarantor is required, he must provide the same documents as those mentioned above, as well as a letter of guarantee

AS AN INDEPENDANT OR A COMPANY :

- Last balance sheet and profit & loss account (document prepared by a trustee)
- Extract from the Commercial Register
- Copy of ID / Passport and / or resident permit of the person validity committing the company
- A copy of an «attestation de non poursuite»

These documents must be provided to PRIVALIA IMMOBILIER SA by email only :

locations@privalia-immobilier.ch

- The application will be processed once the complete file is in our possession.
- If a lease is signed, the amount of CHF 150.00 + VAT will be billed to you for processing the tenant application
- If your application is accepted and you cancel you will be charged the amount of CHF 200.00 + VAT to cover administrative costs.
In addition, if your cancellation is late, you may be charged one half-month's rent to cover damages to the lessor

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

With my signature I confirm having visited the property that is the subject of this application and the accuracy of the information provided. I have read and accepted this document.

SIGNATURE(S)

LEASEHOLDER

CO-HOLDER OF THE LEASE OR GUARANTOR

Geneva, the _____
