PRIVALIA
IMMOBILIER

APPLICATION FORM
Strictly private and confidential

PROPERTY DETAILS

Property	☐ Apartement	☐ Villa	Main housing	☐ Yes	☐ No
Address			Monthly rent		CHF / month
Post code			Charges		CHF / month
Number of rooms			Parking rent		CHF / month
Have you visited it ?	☐ Yes	☐ No	**TOTAL**		**CHF / month**
	Visit date				
Desired strat date			Bank guarantee *(3 months, charges included)*		CHF / month
Desired duration of the lease (years)			☐ Swiss bank	☐ Guarantee company (Swiss caution, etc.)	

How did you first hear about this property ? ☐ Former tenant ☐ Web site ☐ Advertising ☐ Other

PERSONAL DETAILS

	LEASEHOLDER	☐ CO-HOLDER ☐ OCCUPANT	☐ GUARANTOR

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

Firstname		
Surname		
Company name		
Marital status	☐ single ☐ married ☐ civil union ☐ separated ☐ divorced ☐ widowed	☐ single ☐ married ☐ civil union ☐ separated ☐ divorced ☐ widowed
Nationaliy		
Residence permit	☐ B ☐ C ☐ G ☐ L Legitimation card *Please join a copy of the license.*	☐ B ☐ C ☐ G ☐ L Legitimation card *Please join a copy of the license.*
Present address		
Post code		
Current monthly rent (CHF)		
Time at the address		
Number of rooms		
Is the lease at your name ?	☐ Yes ☐ No	☐ Yes ☐ No
Landlord / letting agency name		
Moving reason		
Termination given by	☐ The tenant ☐ The landlord	☐ The tenant ☐ The landlord
Phone number		
Email		
Do you have any proceedings ?	☐ Yes ☐ No	☐ Yes ☐ No
Any loss certificate ?	☐ Yes ☐ No	☐ Yes ☐ No

Number of people who will be occupying the futur accomodation   Adult.s _____   Child.ren _____   Age _____

Pets	☐ Yes ☐ No	If so, which pet ?	
Musical instruments	☐ Yes ☐ No	If so, which one ?	

Do you have a liability insurance ?   ☐ Yes   ☐ No   ☐ Yes   ☐ No

EMPLOYMENT DETAILS

	LEASEHOLDER	☐ CO-HOLDER ☐ OCCUPANT	☐ GUARANTOR

	LEASEHOLDER	CO-HOLDER / OCCUPANT / GUARANTOR
Contract type	☐ Fixed ☐ Temporary ☐ Intern ☐ Other	☐ Fixed ☐ Temporary ☐ Intern ☐ Other
Employer name		
Employee position		
Start date		
Address		
Post code		
Gross monthly income (CHF)		
Net monthly income (CHF)		
Do you have a 13th salary ?	☐ Yes ☐ No	☐ Yes ☐ No
Do you have other sources of income ?	☐ Yes ☐ No	☐ Yes ☐ No
	If so, how much ?	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
- 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» - validity : 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 (doucment prepared and approuved by a Swiss trustee)
- Extract from the Commercial Register
- Copy of ID / Pssport and / or resident permit of the person validty committing the company
- A copy of an «attestation de non-poursuite», validity : under 3 months

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, we will charged you 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 any further 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 provided information. I have read and accepted this document.

SIGNATURE.S

LEASEHOLDER | **CO-HOLDER, GUARANTOR AND OCCUPANT**

Geneva, on the