

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 <small>(3 months, charges included)</small>		CHF / month
Desired duration of the lease <small>(years)</small>			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		single	married	civil union			
	separated	divorced	widowed		separated	divorced	widowed			
Nationality										
Residence permit	B	C	G	L	Legitimation card	B	C	G	L	Legitimation card
	<i>Please join a copy of the license.</i>				<i>Please join a copy of the license.</i>					
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
	Fixed	Temporary	Intern	Fixed	Temporary	Intern
Contract type	Fixed Other	Temporary	Intern	Fixed Other	Temporary	Intern
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 (document prepared and approved by a Swiss trustee)
- Extract from the Commercial Register
- Copy of ID / Passport and / or resident permit of the person validly 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