

**PROPERTY TO BE LEASED**

Property  Apartment  Villa Rooms(s) ..... Floor ..... Parking  Yes  No  
 Address .....  
 Date of visit .....

**PROPERTY LEASE CONDITIONS**

Desired entry date ..... Net monthly rent .....  
 Monthly charges ..... Rent for parking .....

**LEASEHOLDER**

**JOINT LEASEHOLDER**

First name .....  
 Surname .....  
 Present address .....  
 Postal code/town/Country .....  
 Company name (if legal person) .....  
 Civil status  Single  Married  Separated  Single  Married  Separated  
 Divorced  Widow(er)  Civil partnership  Divorced  Widow(er)  Civil partnership  
 Date of birth .....  
 Nationality ..... Permit .....  
 Phone, private .....  
 Phone, mobile .....  
 Phone, business .....  
 E-mail .....  
 Occupation or profession .....  
 Employer .....  
 Date of hire .....  
 Gross annual income .....

Current property management .....  
 Current net monthly rent .....  
 Reason for moving .....  
 Liability and household insurance  Yes  No  Yes  No

Number of occupant(s) .....adult(s) ..... child(ren) Animals  Yes  No Kind and number .....  
 How did you find the property?  Property management website  Other websites  Former tenant  
 Press  Others To be specified.....

## DOCUMENTS TO BE PROVIDED

- ✓ **Copies of the identity documents** (passport, identity card, establishment permit and legitimation card for persons of foreign nationality);
- ✓ **Copies of the last three payslips** or any other proof of income (including pensions for invalidity (AI), old-age and survivors (AVS), etc.);
- ✓ **Certificate of solvency** issued (less than 3 months ago) by the Bankruptcy and Debt Collection Office of the current place of residence;
- ✓ Legal persons must also provide an extract from the Commercial Register, a copy of an identity document of the legal representative(s) as well as the income statements and balance sheets for the last two years (certified by a registered fiduciary).

### ATTENTION!

Only complete application files will be analysed. No document will be returned.

The applications of prospective leaseholders that are not approved, including their attachments, will be destroyed for the sake of confidentiality.

## DATA INFORMATION

Personal data, provided voluntarily and freely by you, will be processed as part of your rental request. The agency may collect information about you from third parties in order to process your request, as well as transmit your data to its partner network or to the owner of the property(s) for which you apply.

Your data are kept for the time necessary of this assignment and will be destroyed at the end of it if your file is not retained. The agency implements measures to protect them against any violation or abusive use. You have the right to access, rectify and delete your data by making a request by mail

## GENERAL INFORMATION

In the event that the property concerned is assigned, an amount of CHF 200.00 before taxes for residential units and CHF 70.00 before taxes for parking spaces will be charged as administrative fees.

If, after acceptance (even oral) of the leasing of a property, the applicant does not sign the lease that has been drawn up, he/she acknowledges that he/she owes to the property management a lump sum equivalent to the administrative fees charged as compensation for the administrative work performed.

The undersigned certifies/y that he/she/they has/have visited the property and been given exact and complete information.

This form must be completed, dated and signed by the prospective leaseholder, as well as by the joint leaseholder, if any, of the lease of the property concerned. He/she/they authorise BARNES to obtain any complementary information required.

It is specified that this application is in no case a contractual document and does not oblige either the prospective leaseholder or the property management to sign a lease. The property management reserves the right to reject this application without any obligation to state the reason to the prospective leaseholder(s).

Signature(s)

Leaseholder ..... Joint Leaseholder .....

Place ..... Date .....