

**With no obligation for the management and the tenant.  
 Confidential Information. If a lease is not entered into, this file will  
 be deleted**

# Rental request - Housing

Object n° .....

Surname and First Name : .....  
 Property Viewing Date : .....  
 Property Address : .....  
 Type of property: ..... Room(s) Floor : .....  
 Flat  House  Other : .....  
 Furniture :  Yes  No  Outdoor Parking  Indoor Parking  Box  
 Net Monthly Rent - Housing : CHF .....  
 Net Monthly Rent - Car Park / Box : CHF .....  
 Statement of Expenses/Fixed Fee/Incidental Costs : CHF .....  
 Guarantee deposit :  Rental Pass DBS Group\*  
 SmartCaution (www.smartcaution.ch)  
 Bank Guarantee : .....  
 Amount of deposit : CHF .....  
 Desired Move-in Date : .....  
 Use of property :  Main Home  Second Home  Other : .....  
 Number of occupants : ..... adult(s) ..... kid(s)  
 Pets:  Yes  No If yes, which : .....  
 Did you hear about the ad by :  Website  Real estate portals  Social networks  
 Lists  Other .....

## Data protection Act

In accordance with current legislation, we would inform you that DBS Group will process your personal data contained in this rental application form. The information collected in this form, as well as its processing is strictly necessary in order to process your application. In the context of properly dealing with your rental application, DBS Group may need to collect information about you from third parties with a view to processing your application (administration, employer, previous landlord) and send your personal data to the network of DBS Group agencies, as well as to the owners of the properties that you are applying for. Your data will be strictly retained for the time necessary to carry out our assignment. DBS Group adopts the appropriate technical and organisational measures to protect your personal data against any infringement or misuse.

In accordance with current legislation, we would inform you that you are entitled to access, change, correct, object to and remove personal data that concern you. To do this, you can contact us at any time at the following address: DBS Group, Place Benjamin-Constant 2, 1002 Lausanne, or by email at [dataprotection@db-s-group.ch](mailto:dataprotection@db-s-group.ch). Should you object to or wish to remove your data, you should be aware, however, that we will no longer be able to consider and deal with your rental application.

## General Terms and Conditions

Upon completion of a residential lease, CHF 200 (+ VAT) will be billed to you in application fees and CHF 70 (+ VAT) for name signs. The application is CHF 100 (+VAT) for a lease for a parking space alone. We will order the name signs for the entry door, letter boxes and intercom from our suppliers who know the building and the necessary dimensions. During the lease, the tenant(s) are responsible for informing the lessor of any change of civil status (marriage, divorce, separation) as well as any move by the family from the residence. The completion of the lease is subject to the owner's acceptance of your application. If you do not receive our confirmation, this application shall be considered cancelled. If you cannot complete the lease after it has been drawn up and sent to you, we will invoice you CHF 200 (+VAT) for the administrative fees involved. The lease shall only be considered complete once it is signed by the tenant and the lessor, respectively their representative. The undersigned declare that the information provided above is accurate and true. None of the information is likely to mislead the lessor or their representative. By signing, the tenant agrees to the terms of the lease which thus constitutes acknowledgement of the debt within the meaning of Art. 82 LP.

## Documents required for a lease

In order to create your file, please provide the supporting documents listed below, for yourself and, if applicable, for your partner, your co-tenant(s) or your guarantor(s). These documents will not be returned. They will be destroyed, if your application is refused, as soon as a lease agreement with an applicant has been signed **Only complete files will be processed.**

### In all cases:

- A copy of your identity card or residence permit
- A copy of third-party insurance
- A residence certificate
- A copy of a CreditTrust certificate

*Order a CreditTrust certificate by scanning this QR code.*



### For employees :

- A copy of your last 3 payslips or an employment contract

### For the self-employed:

- A copy of income tax payment notice or profit and loss account (last 3 years)

### For single-parent or step-families:

- A copy of the divorce judgement (allocation of maintenance allowance)

### For renters:

- A copy of your proof of income

## *Passé Location (Rental Pass), free your money!*

### **Move house without being tied to a 3-month rental deposit\***

Spending the equivalent of 3 months of rent when you move to pay for the rental deposit is not easy. That is why DBS Group has invented the *Passé Location* which specifically dispenses of the need for the tenant to pay a net rental deposit. DBS Group instead deals with this for a small monthly amount. No annual premium, no management fees: DBS Group's *Passé Location* is the best solution on the market.

For example: for a net monthly rent of CHF 1000, DBS Group's *Passé Location* only costs you CHF 13 per month. You do not have to pay the rental deposit and your money is available for your other plans.

\* Offer exclusively open to DBS Group tenants under full management.

My current contact information	Tenant	Spouse or roommate	Your roommate or joint debtor
Civility	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr	<input type="checkbox"/> Mrs <input type="checkbox"/> Mr
Surname	.....	.....	.....
First Name	.....	.....	.....
Surname before marriage	.....	.....	.....
Date of Birth	.....	.....	.....
E-mail	.....	.....	.....
Private Telephone Number	.....	.....	.....
Mobile phone	.....	.....	.....
Nationality	.....	.....	.....
In Switzerland since	.....	.....	.....
Residence Permit	.....	.....	.....
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated
	<input type="checkbox"/> Partneship <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower	<input type="checkbox"/> Partneship <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower	<input type="checkbox"/> Partneship <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/Widower
Since	.....	.....	.....
Number of dependent children	.....	.....	.....
Current Address	.....	.....	.....
Post Code and Location	.....	.....	.....
Current rent	.....	.....	.....
Previous address if less than 1 year	.....	.....	.....
Existing Owner or Managing Agency, phone number	.....	.....	.....
	.....	.....	.....
Reason for moving house	.....	.....	.....
Profession	.....	.....	.....
Current Employer, phone number	.....	.....	.....
Since	.....	.....	.....
Net Monthly Salary	.....	.....	.....
Are you subject to a guardianship order?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of guardian et phone number	.....	.....	.....
	.....	.....	.....
Avez-vous fait l'objet d'une poursuite au cours des deux dernières années ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your private third-party insurance	.....	.....	.....
Your household insurance	.....	.....	.....
<i>If you do not have private third-party or household insurance, you can request a quote from Immosure, our insurance brokerage company.</i>			
<i>contact@immosure.ch - www.immosure.ch</i>			

Information about paying rent and charges through LSV or DD (direct debit) as well as the repayment of outstanding heating payments.

Name of bank ..... Account holder .....

Account no. .... Postal account no. ....

Rent payment  Heating repayment

I want to pay my rent by: LSV  DD