

How did you find this property?

- |  |                                      |   |
|--|--------------------------------------|---|
| <input type="checkbox"/> Previous tenant | <input type="checkbox"/> Landlord    | <input type="checkbox"/> Relocation service |
| <input type="checkbox"/> Concierge       | <input type="checkbox"/> Agency list | <input type="checkbox"/> Website            |
| <input type="checkbox"/> Window ad       | <input type="checkbox"/> Agency ad   | <input type="checkbox"/> Other              |

# Commercial Rental Application Form

Property address : \_\_\_\_\_

Surface area (m<sup>2</sup>) : \_\_\_\_\_ Floor : \_\_\_\_\_ Date of entry : \_\_\_\_\_

Monthly rent : \_\_\_\_\_ Utility and service charges : \_\_\_\_\_

**Rent guarantee : a minimum of 6 months rent**

Physical person

Surname : \_\_\_\_\_

First name : \_\_\_\_\_

Marital status : \_\_\_\_\_

Date of birth : \_\_\_\_\_

Nationality : \_\_\_\_\_ Work permit : \_\_\_\_\_

Address : \_\_\_\_\_

Postcode : \_\_\_\_\_ Locality : \_\_\_\_\_

Mobile number : \_\_\_\_\_

Email : \_\_\_\_\_

Current agency : \_\_\_\_\_

Activity : \_\_\_\_\_

Occupation : \_\_\_\_\_

Employer : \_\_\_\_\_

Work number : \_\_\_\_\_

Gross monthly income : \_\_\_\_\_

Net monthly income : \_\_\_\_\_

Do you have any outstanding debts ? : \_\_\_\_\_

Company

Corporate name : \_\_\_\_\_

Trade name : \_\_\_\_\_

Activity : \_\_\_\_\_

Address : \_\_\_\_\_

Postcode : \_\_\_\_\_ Locality : \_\_\_\_\_

Work number : \_\_\_\_\_

Email : \_\_\_\_\_

Current agency : \_\_\_\_\_

Current rent : \_\_\_\_\_

Have you visited the property ? : \_\_\_\_\_ Have you had previous tenancy with us : \_\_\_\_\_

Purpose of your application : \_\_\_\_\_

References : \_\_\_\_\_

Any comments : \_\_\_\_\_

Date :

**Signature :**

**Authorised company signatory(ies) :**

**Surname(s) First name(s) : Signature(s) :**

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Required documents (copies) – Physical persons

- Last 3 pay slips
- Recent proof of no debt enforcements or certificates (less than 3 months) from “l’Office des poursuites”
- ID card or passport
- Residency permit for foreigners
- Employer’s certificate
- Project presentation, cash flow plan, renovation budget, etc.

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Required documents (copies) – Compagny

- Last 3 balance sheets or audited profit & loss statement
- Recent proof of no debt enforcements or certificates (less than 3 months) from “l’Office des poursuites”
- Official copy from the chamber of commerce
- Company introduction
- Project presentation, cash flow plan, renovation budget, etc.

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**This form does not constitute a contract notice.**

**The applicant is informed that in case the application is accepted and a lease is drawn up, an admin fee from CHF 60.- to CHF 350.- ATI will be charged accordingly depending on the lease.**

**In the event of a cancellation following an acceptance, an admin fee from CHF 150.- – CHF 300.- ATI will be charged.**

**Any late cancellations (5 working days prior to the effective date of the lease) may result in half a month’s rent being charged.**

Only completed applications are accepted. The application must be accompanied by all documents.

I certify the conformity of the above-mentioned information and accept that the agency makes business enquiries it deems necessary to complete my application.

Date :

**Signature :**

**Authorised company signatory(ies) :**

**Surname(s) First name(s) : Signature(s) :**