

Rent application

Réf.-No _____

Apartment _____ room _____ floor / grand floor Duplex Attic Last floor
 Building / address _____ Place _____
 Date of entry _____ Gross rent CHF _____
 Family housing Temporary housing Single housing Registered partner housing

Garage yes no Number _____ Motorcycle parking space yes no Number _____
 Parking space yes no Number _____ Deposit DIY yes no Number _____

INFORMATIONS OF TENANT CANDIDATE

Tenant candidate Male Female

Name _____
 First name _____
 Street/Nr. _____
 ZIP code _____
 Private phone number _____
 Professional phone number _____
 E-Mail _____
 Nationality _____
 Civil status _____
 Profession _____
 Vehicle license plate number _____

INFORMATIONS OF TENANT CANDIDATE

Partner Guarantor

Name _____
 First name _____
 Street/nr. _____
 ZIP code _____
 Private phone number _____
 Professional phone number _____
 E-Mail _____
 Nationality _____
 Civil status _____
 Profession _____
 Vehicle license plate number _____

Under legal guardianship, if yes, please complete the details.

Last name / First name _____ Last name / First name _____
 Phone / Email _____ Phone / Email _____

Number of proposed occupant(s) _____ Adults and _____ Children (age) _____
 Pets: Cat Dog – Race _____ Aquarium Terrarium Other _____
 Play any instrument? yes no If so, what? _____
Attach a copy of the current certificate from the OP **Attach a copy of the current certificate from the OP**
 For the foreign: In Switzerland since _____ For the foreign: In Switzerland since _____
Attach a copy of the residence permit B C Other _____ **Attach a copy of the residence permit** B C Other _____

REFERENCE

Employer _____
 Contact person _____
 Phone number _____
Current Landlord name _____
 Contact person _____
 Phone number _____
 Length of time _____
 Current rent _____
 State reason for moving _____

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BK IMMO SA is authorized to obtain information from the aforementioned persons and undertakes to treat this information confidentially.

Documents to be attached for each person :

Copy of the last 3 pay slips + contrat _____ Place / date _____
Copy of identity card or residence permit _____
Certificate from the « Office des Poursuites of less than 3 months _____
Copy of the curator's power of attorney, if applicable _____ Signatures _____
Copy of household liability insurance _____ Candidate tenant _____
 _____ Partner / Guarantor _____

RENTAL APPLICATION

PLEASE NOTE THE FOLLOWING:

- Rent payment must be made by bank or postal transfer, in advance, no later than the 1st of each month.
- A three-month bank rental guarantee must be provided by the tenant. It must be presented no later than the day of the move-in inspection.
- The undersigned hereby authorize us to order the mailbox nameplates on their behalf. The fees, including the provision of the nameplates and the costs for concluding a new lease, amount to CHF 200, payable upon signing the lease.
- Each tenant is required to subscribe to household liability (RC Ménage) and fire insurance (ECA).
- Electricity for the apartment is the tenant's responsibility.
- By signing this document, the tenant agrees to register with the Residents' Control Office.
- The rented property is accepted in its current condition, with no work to be carried out by the landlord.
- No documents will be returned. For confidentiality reasons, the files of unsuccessful applicants, including attachments, will be destroyed.
- We reserve the right to accept or reject this application without providing reasons.
- Any applicant who has verbally accepted the rental of a property acknowledges that they owe a flat fee of CHF 200 as compensation for administrative costs incurred if they do not proceed with the lease that has been presented or sent for signature.
- The applicant(s) certify that the information provided above is accurate and authorize verification if necessary.

ALLOCATION OF PREMISES

Once we are, in principle, authorized to rent the premises to you and to validate your application, we will schedule an appointment at our offices. At that time, we kindly ask you to provide the following documents:

- **Original identification** (Swiss ID card or passport, B or C residence permit, or legitimation card for foreign nationals).
- **Original employer certificate** confirming that the leaseholder(s) is (are) employed, not subject to any dismissal proceedings, and stating the amount of salary.
- **Original solvency certificate issued by the Debt Enforcement Office** at the current place of residence (valid for 3 months).

As soon as these documents are in our possession, we can validate your application and prepare your lease contract. Please note that the following documents must be provided no later than the lease start date in order for us to hand over the keys to your apartment:

- BVR receipts for the payment of the first month's rent and charges + any additional fees (originals must be presented)
- Rental guarantee
- Household liability insurance certificate

SUBSEQUENT PROCEDURES

- **Please remember that rent and charges must be paid regularly on the 1st of each month.**
- **Further information: Rental Rules and Practices of the Canton of Vaud, to ensure a smooth living experience in the building.**

Place / Date :

Signature :
