



# Application form for Accommodation / Parking

VISA

REF.

SELECTED ACCOMMODATION			
ACCOMMODATION	<input type="checkbox"/> House <input type="checkbox"/> Apartment ..... room(s) floor :.....		
	<input type="checkbox"/> Parking space N°..... <input type="checkbox"/> Garage N°..... <input type="checkbox"/> Other :.....		
ADDRESS			
DESIRED ENTRY DATE			
MONTHLY RENT	SWF	CHARGES	SWF
DEPOSIT	<b>3 months rent</b> for housings		PARKING SPACE RENT SWF
DATE OF THE VISIT	MAIN RESIDENCE		<input type="checkbox"/> YES <input type="checkbox"/> NO
HOW DID YOU FIND IT?	<input type="checkbox"/> Régie website <input type="checkbox"/> Other website <input type="checkbox"/> List <input type="checkbox"/> Current tenant <input type="checkbox"/> Newspapers		

	TENANT	JOINT-TENANT / GUARANTOR
NAME		
FIRST NAME		
MARITAL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partnership	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Partnership
BIRTH DATE		
NATIONALITY		
RESIDENCE PERMIT		
PHONE NUMBER		
MOBILE PHONE		
BUSINESS PHONE		
EMAIL ADDRESS		

CURRENT ADDRESS		
CURRENT REAL ESTATE		
LIABILITY INSURANCE		

OCCUPATION		
EMPLOYER		
EMPLOYER ADDRESS		
GROSS MONTHLY INCOME	SWF	SWF
NUMBER OF OCCUPANTS	.....adult(s) .....child/children	PETS
REFERENCE PERSON (IF ANY)		



Important information on the back ▶



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L'IMMOBILIER RESPONSABLE

E-mail: [location@regierhone.ch](mailto:location@regierhone.ch) / [locationvd@regierhone.ch](mailto:locationvd@regierhone.ch)

GERIFO04/v.5.4/24.08.2015

## Application form for **Accommodation / Parking**

This application must be completed, dated and signed by the applicant as well as the joint-tenant or the guarantor, if any.

The following documents must be provided to the Régie with the application form:

REQUESTED DOCUMENTS
<ul style="list-style-type: none"><li>✓ Copy of your Identification document (Swiss ID card or passport, residence permit or legitimization card for people of foreign nationality).</li><li>✓ Salary certificate or 3 last pays slips</li><li>✓ Solvency certificate issued by l'Office des Poursuites et Faillites of your current home State (original document issued within the last 3 months)</li><li>✓ For companies, please provide the following documents: Extract of the Companies register; Valid ID copy of the company representative(s); 2 last balance sheets and Profits and Loss accounts (certified by trustee)</li></ul>

### PLEASE MIND THAT:

- ONLY COMPLETE APPLICATION WILL BE ACCEPTED. ALL REQUESTED DOCUMENTS MUST BE PROVIDED.
- NO DOCUMENT WILL BE RETURNED. APPLICATION AND DOCUMENTS PROVIDED BY UNSUCCESSFUL APPLICANTS WILL BE DESTROYED FOR CONFIDENTIALITY REASONS.

NOTICE TO THE APPLICANTS
<p>Our real estate agency reserves the right to accept or refuse an application without any obligation to explain the reasons.</p> <p>In case the applicant eventually decides not to sign the proposed lease after having verbally accepted it, the applicant owes the amount of <b>Swf 250.- HT</b> to the Régie as compensation for the administrative procedure.</p> <p>The amount of <b>Swf. 220.- HT</b> for housing and <b>Swf 50.-HT</b> for parking/garage must be paid the day the lease is signed, as expense for lease drawing. Plates expense will be charged separately.</p> <p><b>Collected information is confidential.</b></p>

The undersigned certify that they have visited the accommodation. They also certify that they provide exact and complete information and that they know and accept the above-mentioned conditions. They allow the Régie to collect any additional information.

Signatures 

Signed in.....

On the.....

Tenant: .....

Joint-tenant/Guarantor : .....



## IMPORTANT INFORMATION IN CASE OF ATTRIBUTION

**IF YOUR APPLICATION IS SUCCESSFUL, WE WILL CALL YOU TO ORGANIZE AN APPOINTMENT AT OUR OFFICE TO SIGN THE LEASE. WE THANK YOU TO BRING THE FOLLOWING DOCUMENTS WITH YOU:**

- ✓ **Original** Identity documents
- ✓ 3 last pay slips or **original** certificate made by your employer confirming your salary amount.
- ✓ **Original** solvency certificate issued by l'Office des Poursuites et Faillites within the last 3 months showing no legal proceedings nor attestation of insolvency

**IN ORDER FOR US TO GIVE YOU THE KEYS OF THE ACCOMMODATION, PLEASE PROVIDE US WITH THE FOLLOWING SUPPORTING DOCUMENTS AT THE LATEST WHEN THE LEASE ENTERS IN FORCE:**

- ✓ Payment of first rent, charges and expenses or **original** receipt of the payment slip
- ✓ Deposit attestation
- ✓ Liability insurance attestation

### SUBSEQUENTLY:

- ✓ We remind you that rent as well as charges must be paid before the **10<sup>th</sup> of every month.**

**WE ARE LOOKING FORWARD TO MEETING YOU!**