

Rental Application for Housing, Parking Space, Garage

Completed by the Agency

Building:		Net Monthly Rent	CHF	.-
Current Tenant:		Heating / Hot Water / Additional Charges	CHF	.-
No. of Rooms:	Floor:	Other Details	CHF	.-
Move-In Date:		Total	CHF	.-
Due Date:	Renewal:	Garage No.: _____	CHF	
Security Deposit (3x net rent) :		Parking int. ☐ ext. ☐ No° : _____	CHF	.- (incl. VAT .-)

Please write legibly

Leaseholder	Spouse ☐ 2nd Occupant ☐	2nd Leaseholder ☐ Guarantor ☐
Last Name:	Last Name:	
First Name:	First Name:	
Date of Birth:	Date of Birth:	
Marital Status:	Marital Status:	
Place of Origin:	Place of Origin:	
Nationality:	Nationality:	
Permit: A/B/C – other ____ In Switzerland since:	Permit: A/B/C – other ____ In Switzerland since:	
Current Address:	Current Address:	
Since:	Since:	
Previous Address (if less than 2 years at current) :	Previous Address (if less than 2 years at current) :	
Email:	Email:	
Private Phone: Mobile:	Private Phone: Mobile:	
Work Phone:	Work Phone:	
Current Property Manager or Landlord:	Current Property Manager or Landlord:	
Phone:	Phone:	
☐ Employee Employer:	☐ Employee Employer:	
☐ Self-Employed	☐ Self-Employed	
Occupation:	Occupation:	
Since:	Since:	
Employer's Name and Address:	Employer's Name and Address:	

Type of contract (terminated ☐ yes ☐ no): ☐ Permanent ☐ Fixed term until _____ ☐ Other	Type of contract (terminated ☐ yes ☐ no): ☐ Permanent ☐ Fixed term until _____ ☐ Other
Net Monthly Income: CHF Allowances: CHF	Net Monthly Income: CHF Allowances: CHF
Under guardianship / trusteeship? ☐ Yes ☐ No	Under guardianship / trusteeship? ☐ Yes ☐ No
If yes, please provide the contact details of the guardian / trustee:	If yes, please provide the contact details of the guardian / trustee:

Do you have:	
Debt Collection Proceedings:	☐ Yes ☐ No
Certificates of Loss:	☐ Yes ☐ No
Liability Insurance:	☐ Yes ☐ No
A Vehicle:	☐ Car ☐ Moto
Pets:	☐ Yes ☐ No
If yes, please specify:	

Number of people who will occupy the apartment: ___ adults ___ minors aged ___ to ___ years.
Reason for moving:
Additional remarks:

This application may be accepted or refused; it does not constitute a contractual commitment.

The undersigned authorize the property management company to obtain the necessary information from the Debt Collection Office and the Tax Administration of their place of residence, as well as from their employer.

The applicant confirms having visited the premises. Remarks: _____

The apartment will be designated as the family dwelling under Articles 169 CC and 266 lit. m CO, or as the common residence under Article 14 of the LPart: ☐ YES ☐ NO

The applicant(s) agree to pay, should they withdraw from the above-mentioned premises, an indemnity of CHF 200.00.

Any voluntary provision of false or falsified information, documents, or supporting evidence may result in the cancellation of the contract.

The applicants are informed that their personal data may be shared with the property owner as part of the allocation decision process.

In the event of a negative decision regarding the allocation of the premises/dwelling/unit, and within 10 days following notification by the management company, the applicant may request the return of the documents provided; otherwise, the complete file will be destroyed.

Preferred Payment Method for Rent and Charges:

- ☐ Stand Order and/or ☐ E-banking
- ☐ QR Invoice (payable at CHF 20.00 for 6 slips, non-refundable in case of early return)

Please be sure to attach:

Most recent 3 salary slips, or tax assessment notice if self-employed.

1 legible copy of the identity card or residence permit, or family record book if applicable

1 certificate of residence

1 original extract from the Debt Collection Office (dated within the last 3 months). If you have changed residence within the past year, please also provide the extract from your previous address.

For students, please attach a school certificate

DATA PROTECTION

Lawfulness and Purpose of Processing

Nexstone SA processes tenants' personal data in strict compliance with applicable legal provisions, in particular the Federal Data Protection Act (FADP). All collected information is treated confidentially and used only for a clearly defined purpose.

Purpose of Processing

The data is collected exclusively in the context of allocating housing, commercial premises, or ancillary property (parking space, storage unit, etc.). It is provided via the rental application and its annexes, and used solely to assess the application and, where applicable, to manage the lease contract.

Retention Period

- **If a lease is concluded:** the data is retained for the entire duration of the contract, both in paper files and in Nexstone SA's IT system. At the end of the lease, files are archived for a period of 10 years, then securely destroyed.
- **If an application is rejected:** unsuccessful applications are destroyed within 10 days, unless the applicant submits a written request for return. This request must be sent to Nexstone SA within 10 days following the submission of the application.

Principle of Good Faith, Transparency, and Proportionality

Nexstone SA does not collect any information from third parties. Only the data strictly necessary for assessing the application is collected, information related to the applicant's financial situation and the number of intended occupants of the dwelling.

Security and Confidentiality

Personal data is accessible only to individuals directly responsible for processing the file. It is digitized and protected by a secure access system with personalized and traceable credentials.

By submitting a rental application, the applicant confirms having read and accepted the present privacy policy.

Place and Date: _____

Signature(s) : _____