



# Commercial surface

Date : \_\_\_\_\_ + signature page 2

Object address :

No : m2 env. :

Have you visited it ?  yes  no

How did you find this accommodation ?

- Former tenant       Caretaker       Newspaper advertising
- Lists/real estate agencies ads       www.stutz-immo.ch
- Relocation companies       Web       Other

Date of entry :

Lease term : 5 years indexed

Lease term CHF .....

VAT CHF .....

Heating, hot water CHF .....

Parking No CHF .....

Depot No. CHF .....

**Total CHF .....**

## TENANT

Last name : \_\_\_\_\_

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

Marital status :  single  married  civil partnership  
 separated  divorces  widowed

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

No. of children : \_\_\_\_ Children's age(s) : \_\_\_\_\_

Nationality : \_\_\_\_\_

Residence permit B - C - L : \_\_\_\_\_

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

No apt : \_\_\_\_\_ Floor : \_\_\_\_\_ No. of rooms : \_\_\_\_\_

Since : \_\_\_\_\_

Current management : \_\_\_\_\_

Tenant : current rent including charges : \_\_\_\_\_

Is the lease in your name ?  yes  no : \_\_\_\_\_

stay in a subsidized apartment?  yes  no

Owner : mortgage repayment/month : \_\_\_\_\_

If less than 2 years, please indicate your previous : \_\_\_\_\_

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

- Management : \_\_\_\_\_

Reason for moving : \_\_\_\_\_

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

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

Since : \_\_\_\_\_

Monthly income : Gross : \_\_\_\_\_ Net : \_\_\_\_\_ x12 x13

Do you have a car ?  yes  no two-wheelers :  yes  no

Are you a smoker ?  yes  no

Do you have pets ?  yes  no  dog  cat

Are you the subject of lawsuits or acts of default of property ?

yes  no

Private phone : \_\_\_\_\_

Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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

## SPOUSE OR ROOMATE/COSIGNATORY

Last name : \_\_\_\_\_

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

Marital status :  single  married  civil partnership  
 separated  divorced  widowed

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

No of children : \_\_\_\_ Children's age(s) : \_\_\_\_\_

Nationality : \_\_\_\_\_

Residence permit B - C - L : \_\_\_\_\_

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

No apt : \_\_\_\_\_ Floor : \_\_\_\_\_ No of rooms : \_\_\_\_\_

Since : \_\_\_\_\_

Current management : \_\_\_\_\_

Tenant : current rent including charges : \_\_\_\_\_

Is the lease in your name ?  yes  no : \_\_\_\_\_

stay in a subsidized apartment?  yes  no

Owner : mortgage repayment/month: \_\_\_\_\_

If less than 2 years please indicate your previous : \_\_\_\_\_

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

- Management : \_\_\_\_\_

Reason for moving : \_\_\_\_\_

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

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

Since : \_\_\_\_\_

Monthly income : Gross : \_\_\_\_\_ Net : \_\_\_\_\_ x12 x13

Do you have a car ?  yes  no two wheelers :  yes  no

Are you a smoker ?  yes  no

Do you have pets ?  yes  no  dog  cat

Are you the subject of lawsuits or acts of default of property ?

yes  no

Private phone : \_\_\_\_\_

Mobile : \_\_\_\_\_ Work : \_\_\_\_\_

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

### DOCUMENTS TO BE SUPPLIED (COPIES) :

#### Natural person :

1. ID card or passport or residence permit.
2. Last 3 payslips or salary certificate.
3. Certificate of non debt (attestation that you are not subject to legal proceedings at the debt register) issued by the "Office des poursuites"
4. Declaration of insolvency less than 3 months old, issued as well by the "Office des poursuites".
5. Letter of recommendation.

#### Company :

1. Trade register extract.
2. ID card/passport or residence permit of the person with signing authority.
3. Certificate of non debt (attestation that you are not subject to legal proceedings at the debt register) issued by the "Office des poursuites"
4. Declaration of insolvency less than 3 months old, issued as well by the "Office des poursuites".
5. Latest tax assessment received from the tax authorities and latest balance sheet

# CANDIDATE'S GUIDE TO RENTING

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Our reception is open from Monday to Friday, from 8:00 AM to 12:00 PM and from 1:30 PM to 5:00 PM.

Our hotline is available from 9:00 AM to 12:00 PM and from 1:30 PM to 4:30 PM ☎ 022.309.15.15 or 022.309.15.16

Website : [www.stutz-immo.ch](http://www.stutz-immo.ch)

Email : [info@stutz-immo.ch](mailto:info@stutz-immo.ch)

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## You are interested in the object you just visited

Here are the steps we invite you to take with our reception service

- Fill out the registration form
- Provide the last 3 payslips or a certificate of income
- Provide a copy of an identity document or a copy of the residence permit
- Obtain, at your own expense, a recent certificate (less than 3 months) from the Debt Enforcement Office
  - . Rue du Stand 46 – CP 208 – 1211 Genève 9 – Tél. 022.388.90.90
  - . Opening hours to collect the document directly at the counter : 8:30 AM to 3:30 PM without interruption
  - . Possible online order (delivery between 2 and 5 working days) : <http://ge.ch/opf/attestations>
- If possible, provide a letter of recommendation from your employer and/or a property management company/personal reference

## If your application is accepted

We will contact you by phone to inform you that your application has been accepted and this, subject to commercial information about you and final allocation of housing.

During this call, we will ask you if you are still firmly interested in renting the said apartment.

In case of withdrawal after this telephone conversation, you will be charged a cancellation fee of CHF 300.-- + VAT to cover in particular the costs of information taken.

In case of late withdrawal resulting in a loss of rent for the owner, we reserve the right to charge you an additional compensation corresponding to half rent and this, in addition to the cancellation fees mentioned above.

## Appointment to sign the contract with the leaseholder(s) at the agency appointed by us

Thank you for:

- Providing the required bank guarantee
- Providing a certificate of liability insurance & household insurance
- Paying the first rent, including tax stamps and application fees of the said management

During this appointment, the concerned management will give you several documents (form for mailbox plaques, payment slips or LSV, formalities to be done during a move ...).

Finally, for the activation of electricity, we kindly ask you to register before your entry with the Services Industriels de Genève at 0844.800.808 or on their [www.sig-ge.ch/demenager](http://www.sig-ge.ch/demenager) website <https://ww2.sig-ge.ch/en/page/anglais-page-detail-service> in order to declare your new accommodation. We would like to inform you that this approach is part of the obligations of the tenants and any costs resulting from the failure of this announcement will, if necessary, be at your expense.

If all the conditions listed above are met, the day and time of the inventory of entry can be fixed, in order to give you the keys to your new accommodation.

**BANK GUARANTEE ONLY : 6 months rent including charges**  
**NO FORM OF GUARANTEE ACCEPTED**

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This two-page form does not constitute a contractual notice.

I certify / we certify the conformity of the indications mentioned on pages one and two and accept that the company Stutz Immobilier SA takes the commercial information it deems useful in order to complete my / our file.

Geneva on, \_\_\_\_\_ Signature of candidate(s) \_\_\_\_\_