

# Application Form



Subject to rent: ..... Storey: .....

Flat-No.: .....

Net Rent/sqm: ..... Size: .....

Maintenance/Heating Costs: ..... Deposit: ..... Graduated rent: .....

Total Rent: .....

Rooms: ..... Fitted Kitchen: Yes Bathroom/toilet: ..... Guest toilet: .....

Balcony/Terrace: ..... Wintergarden: ..... Cellar: ..... Hall: .....

Viewing Date: .....

## Your Contact Persons:

Ms. Heidi Ring (Sales-Representative) – Berlin Branch– Kurfürstendamm 185 in 10707 Berlin

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Mr. Leon Markarian (Trainee)

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### TENANT DATA:

### BEGIN RENTING PERIOD:

#### TENANT No 1.:

#### TENANT No. 2:

.....	Name	.....
.....	Surname	.....
.....	Street	.....
.....	ZIP/City	.....
.....	Landline / Mobile No.	.....
.....	E-Mail	.....
.....	Date of Birth	.....
.....	ID-Number	.....
.....	Marital Status	.....
.....	Nationality	.....
.....	Job	.....
.....	Employer	.....
.....	Since	.....
.....	Current Landlord	.....

**SALARIES:**

**TENANT NO. 1.:**

**TENANT NO. 2:**

..... Monthly Gross Income .....

..... Monthly Net-Income .....

..... Other Incomes .....

**TENANT NO. 1:**

**TENANT NO. 2:**

Are there any arrears in your past rent payments?

YES  NO

YES  NO

Have there been eviction claims against you in the past 5 years?  
(if so, when?)

YES  NO

YES  NO

Has there been there any foreclosure against you in the past 5 years?  
(in connection with rent arrears. If so when?)

YES  NO

YES  NO

Is there an insolvency proceeding against you?

YES  NO

YES  NO

Did you make a statement under oath

of disclosure within the past 5 years?  
(If so, when?)

YES  NO

YES  NO

Do you receive social benefits for paying rent and / or deposit?

(Falls ja, welche und in welchem Umfang, z. B. Wohngeld, Sozialhilfe etc.)

YES  NO

YES  NO

Do you play any instruments?

(If so, which ones?)

YES  NO

YES  NO

Is there any income penalty against you?

YES  NO

YES  NO

Are there other persons who are going to live with you or are you going to start a shared flat?

YES  NO

YES  NO

Name, Surname      Adress      Marital Status      Date of birth      Mthly. Net Income      Job

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any pets?

(If so, how many of them?)

YES  NO

YES  NO

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Is the flat going to be used for

Business purposes?

(If so, what kind of?)

YES  NO

YES  NO

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I / We declare, that I'm/we're able to face all the obligations that come with signing the contract. In particular the deposit, the maintenance/heating costs and the monthly net-rent.

I / We declare, that the aforementioned information you gave us is complete and truthful. Once the contract is signed, we have the right to annul the contract if there were any false declarations in the renter application.

I / We agree that the landlord may obtain the Schufa-self-disclosure from the SCHUFA Holding AG in Wiesbaden, for rental purposes. You may provide the SCHUFA self-disclosure yourself, too.

The landlord is entitled to use the self-disclosure only for own rental purposes. If the self-closure is not needed anymore, – if the signing of the contract does not take place – the landlord has to destroy it according to the Federal Data Protection Act. (DGSVO)

Link: <https://www.optima-firmengruppe.de/en//data-privacy.html>

The following documents are an important part of the tenant's application:

- Income proof (Last 3 months)
- current labor certification
- tax assessment (if you are self-employed)
- Certification of your current landlord that there are no rent arrears
- Copy of the ID or Passport
- SCHUFA self-disclosure

....., Date .....

.....  
Tenant No. 1

.....  
Tenant No. 1