

## APPLICATION FORM FOR THE FOLLOWING PREMISES

Item's type  Office  Shop  Warehouse  Workshop Reference

Address

Postcode / City

Floor

Surface m<sup>2</sup>

Monthly rent CHF

Charges CHF

Deposit (6 months)

Business

Visit date

Entry date

**NATURAL PERSON**

**TENANT**

**CO-TENANT /  
JOINT CONTRACTOR**

Last name

First name

Date of birth

Marital status

Nationality

Residence permit

Telephone

Mobile

Email

Profession

Current employer

Gross annual income

Net annual income

Since

Current address

Postcode / City

Current property management

Gross monthly rent

Private civil liability insurance

Yes  No

Yes  No

Are you subject to  
debt enforcements?

Yes  No

Yes  No

Are you subject to  
any certificate of loss?

Yes  No

Yes  No

# B

COMPANY	TENANT
Corporate name	
Signatories for the company	
Current address	
Postcode / City	
Telephone	
Email	
Current property management	
Gross monthly rent	
Are you subject to dept enforcements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you subject to any certificate of loss?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How did you first hear about this property?

- Bory's website                       Reception                       Newspaper  
 Former tenant                       Website, which one? \_\_\_\_\_  
 Other, which one? \_\_\_\_\_

## DOCUMENTS TO BE PROVIDED WITH THIS APPLICATION FORM:

- ▶ Excerpt from the Commercial Register
- ▶ Copy of a form of ID and/or residence permit for all signatories
- ▶ Latest balance sheet or profit-and-loss account (document drawn up by an auditing company)
- ▶ Proof of no debt enforcements or certificates of loss from Office des Poursuites et Faillites from your current home (less than 3 months)
- ▶ Presentation of your structure/company or Business Plan in the case of a company in process being set up
- ▶ Recent salary statement(s) or last 3 pay slips for all signatories
- ▶ Latest payslip or proof of income

For each assignment of business premises, an administration charge of CHF 285.- VAT included will be billed to you for processing your tenant application.

If your application is accepted and you withdraw, you will be charged the amount of CHF 216.- VAT included to cover the costs of drawing up the lease, financial checks, and other activities we perform in the course of processing your application.

# B

## **CLAUSE RELATIVE TO THE PROTECTION OF PERSONAL DATA:**

According to the legislation in force we inform you that Bory and Cie Agence Immobilière SA is brought to process your personal data contained in the present request form of rent.

The information collected within the framework of this form, as well as its processing, is necessary for the follow-up of your application. The failure to respond to one of the fields of the form will result in the impossibility for our real estate to give the continuation which suits.

Within the framework of the good execution of your request, Bory and Cie Agence Immobilière SA can be brought to collect information concerning you with a third party (administration, employer, former lessor) and transmit your personal data to the network of real estate agencies and partner brokers, as well as to the owner of the propertie for which you apply. Our real estate operates the appropriate technical and organizational measures, to protect your personal data against any violation or excessive use.

Your data is strictly preserved during the time required for the execution of our mission.

According to the legislation in force, we inform you that you have a right of access, modification, rectification, opposition and deletion of the personal data which concerns you. To do so, you can contact us at any time at the following address by e-mail: [dataprotection@bory.ch](mailto:dataprotection@bory.ch).

In case of opposition or deletion request of your data, you will however want to note, that we shall not be able any more to consider or handle your application.

The undersigned state that the information contained in this form and the documents they have provided are true and accurate. They authorize Bory & Cie Agence immobilière SA to obtain all other supplementary information. They also accept the abovementioned fees under the circumstances described.

Date: \_\_\_\_\_

Signature of the tenant (natural person)

Signature of the co-tenant/joint contractor