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APPLICATION FOR PREMISES

SELECTED PREMISES		Date of visit	
Address			
Type of premises	Office <input type="checkbox"/> Shop <input type="checkbox"/> Workshop <input type="checkbox"/> Warehouse <input type="checkbox"/>		
Surface of premises		Floor	
Monthly rent	Fr.	How did you find the premises ?	
Monthly charges	Fr.	Web site <input type="checkbox"/>	Tribune de Genève <input type="checkbox"/>
Bank deposit	Fr.	Lists <input type="checkbox"/>	Tout l'immobilier <input type="checkbox"/>
Use of premises		Tenant <input type="checkbox"/>	Temp <input type="checkbox"/>
Wished date of moving		Other <input type="checkbox"/>	GHI <input type="checkbox"/>
LEASEHOLDER COMPANY (1 natural person also has to stand guarantor)			
Company name			Registration at Trade Register Yes <input type="checkbox"/> No <input type="checkbox"/>
Represented by			
Activity			
Current address 			
 / Fax / E-mail address			
Property administrator or owner			
Company liability insurance			
LEASEHOLDER NATURAL PERSON(S) Co-LEASE HOLDER OR GUARANTOR			
First name/ Last name		First name/ Last name	
Birth date		Birth date	
Nationality		Nationality	
B-C or other permit		B-C or other permit	
Marital status		Marital status	
Private and Prof. 		Private and Prof. 	
E-mail address		E-mail address	
Current address 		Current address 	
Property administrator or owner		Property administrator or owner	
Civil liability insurance		Civil liability insurance	
Profession		Profession	
Employer		Employer	
Company's address		Company's address	
Monthly gross income		Monthly gross income	

PLEASE TURN OVER →→



■ **Genève**

Ch. des Olliquettes 10
Case postale 170
CH-1213 Petit-Lancy 2
QB-COMIFO01/v.9.0/13.01.12

■ **Lausanne** (Ventes & Location)

Ch. du Closelet 4-6
Case postale 1271
CH-1001 Lausanne

■ **Echandens** (Gérance Vaud)

Rte de la Chocolatière 21
Case postale 55
CH-1026 Echandens

058 219 00 00
www.regierhone.ch

This form must be filled in, dated and signed by the applicant for the above premises, i.e. The representative(s) of the company and the co-holder or the holder of the lease, if any. It must be forwarded to our department, together with the following documents :

4131 Documents to be provided by companies:	
<input type="checkbox"/>	Trade register extract if the company is registered
<input type="checkbox"/>	Copy of ID card for the representatives of the company signing the lease (ID card or Swiss passport for Geneva citizens, resident permit for other Swiss citizens and C, B, L permit for foreigners)
<input type="checkbox"/>	Balance sheet or Profit and loss account (certified by auditors)
<input type="checkbox"/>	Certificate of solvency from the Collection Agency (Office des Poursuites), including a certificate of indebtedness (validity: 3 months)
<input type="checkbox"/>	Commercial brochure of the company
Documents to be provided by natural persons:	
<input type="checkbox"/>	Copy of valid ID card (ID card or Swiss passport for Geneva citizens, residence permit for other Swiss citizens and C, B, L permit for foreigners)
<input type="checkbox"/>	Recent salary certificate or the 3 last salary slips
<input type="checkbox"/>	Certificate of solvency from the Collection Agency (Office des Poursuites), including a certificate of indebtedness (validity: 3 months)
4132 Documents to be provided by companies and/or natural persons	
<input type="checkbox"/>	Business plan
<input type="checkbox"/>	Evidence of sufficient financial guarantees
<input type="checkbox"/>	Detailed description of the intended activity in the premises and of the necessary works

4133 BEWARE !

- ONLY FULL APPLICATIONS WILL BE ACCEPTED. COPIES OF THE REQUIRED DOCUMENTS SHOULD BE ATTACHED WITH THE APPLICATION.
- NO DOCUMENTS WILL BE RETURNED.
- FOR CONFIDENTIALITY REASONS, ALL THE REJECTED FILES, INCLUDING ATTACHMENTS, WILL BE DESTROYED.

NOTE TO APPLICANTS:

Our agency reserves the right to accept or refuse this application, without having to give the reasons therefor.

The applicant's attention is drawn to the fact that the lease will be concluded in writing and is to be signed by all the parties to become binding.

If the applicant, after having verbally accepted to rent an object, does not execute the contract presented or sent to him, the applicant recognizes that he owes to the agency a lump-sum amount of **Fr. 250.--**, incl. taxes, as an indemnification for the administrative expenses incurred.

The applicant(s) guarantee(s) that the above information is true and authorize(s) the agency to check such information if needed.

The expenses relating to the drafting of the contract shall be borne by the tenant, in an amount of **Fr. 265.--** .

The provided information shall be kept confidential.

Signatures :

Representative(s) of the company: _____

Lease

Holder : _____

Geneva, on : _____

Co-Holder or a guarantor: _____

Co-Holder or a guarantor : _____

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genève
vaud

COURTIERS
PARTENAIRES