

# TENANT GUIDE

What are the key points to remember when applying to rent a property?

## » Personal data

Did you completely send the following information to us:

- Confidential personal data information
- Passport copies
- SCHUFA self-disclosure (not older as 3 month)
- Recent salary statement (last 3 month)

Pensioners:	pension notice
Independent workers:	from your tax consultant stamped and signed BWA information of the last 6 month
Students:	personal parental guarantee, passport copies, last 3 salary statements of the parents

## » Rental agreement

When you sign a rental agreement with us, we will give you two copies of this agreement. You need to sign these. Please return these to us before the property is taken over by you, so that the property owner can also sign the agreements. We will then give you a copy for your files.

## » Deposit

Payment of a security deposit (3 rents exclusive heating costs) needs to be paid before moving in. It is customary and can be made in several ways. You can either use a rental security savings account or a bank guarantee.

## » Property take over

The official transfer of the property to you takes place at the property itself. In this case, a take over report is completed.

## » Payment of rent

The rental payment must be credited to our account at the latest on the third working day of the month. To ensure that it is paid on time, we recommend that you set up a standing order or automatic debit order at your bank.

**WE ARE GLADLY AVAILABLE FOR FURTHER QUESTIONS.**