



Guide for PROSPECTIVE TENANTS

YOU ARE INTERESTED IN THE APARTMENT YOU HAVE JUST VISITED:

If so, you should contact our Property Management Department, open non-stop from 9 a.m. to 5 p.m., where you will be asked:

- to complete a registration form,
- to provide a certificate of income or the last 3 payslips, for the tenant and joint tenant,
- a copy of one identification document for the tenant and joint tenant,
- a copy of the tenant's and joint tenant's residence permits if they are not Swiss nationals,
- to obtain, at your own expense, a recent certificate from the Office for Legal Proceedings for the tenant and joint tenant (you will find the address of the Office on the reverse of the present document) and **to provide us with the original certificate.**

Presentation of these documents does not commit the agency in any way if your application is not accepted.

IF YOUR APPLICATION IS ACCEPTED you will receive by post:

- a copy of the tenancy agreement to be signed by all the tenants and returned to us as soon as possible,
- a declaration, enabling the bank guarantee to be issued,
- a form to be filled in and returned to us with information for the letter-box plaque, landing door and, where applicable, the interphone,
- a payment slip for the payment of the first month's rent and associated costs.

HOW DO YOU OBTAIN THE KEYS?

An ENTRY VOUCHER will be issued to you by our Property Management Department on condition that you present the following three documents:

- proof of payment of the first month's rent and associated costs (post office or bank receipt),
- the rent guarantee (receipt from the bank or presentation of the guarantee),
- the rental agreement signed by all tenants.

This voucher should be given, as appropriate, to the caretaker or to our Property Management Department, so that the keys can be given to you, at the latest on the day that the tenancy comes into effect.

DON'T FORGET TO NOTIFY THE FOLLOWING OF YOUR CHANGE OF ADDRESS:

- the Post Office for your mail,
- the electricity and gas company, so the gas and electricity meters can be read (announcement form available from the reception),
- the telephone company for the telephone (tel. 0800 800 800)
- the Population Office of the canton.

and to take out household and third party liability insurance.

**The address of the
Office for Legal Proceedings
is the following:**

**Rue du Stand 46
Case postale 208
1211 Genève 9
Tél. 022 388 90 90
Fax 022 388 93 20**

Office hours: 08h30 -15h30