



## Checklist

- ✓ Signed and filled-in **self-disclosure form** for the prospective tenant and co-tenant, if any. Please fill in completely in legible handwriting.
- ✓ When signing the contract, you will have to submit **proof of your identity** in the form of an official identification document. Its verification will be documented accordingly.
- ✓ The prospective tenant's and, where applicable, co-tenant's **three most recent pay slips** or, if you are self-employed, a management accounting report (German BWA) or relevant bank statements (please black out all details except your income, last name, first name and address).
- ✓ **Proof of liability insurance** (incl. key insurance, by the time of the lease signing, at the latest)
- ✓ **Rent certificate** by the current landlord, if available
- ✓ **Credit rating** by a credit protection agency (e. g. German SCHUFA), the short version for landlords only, not the full version



Please submit your **application documents** to

✉ [info@port-o-prenz.de](mailto:info@port-o-prenz.de)

☎ +49 (30) 351 82 6006

## Self-Disclosure

I would like to rent an apartment in the property located at **Pappelallee 45-53, 10437 Berlin**, and therefore provide the following truthful self-disclosure:

* = required field	Prospective tenant	Other party to the contract
Last name: *		
First name: *		
Street, address: *		
Postal code, city: *		
Date of birth: *		
Mobile phone:*		
E-mail: *		
Profession:*		
Current employer:		
Monthly net income, in €* (please enclose proof of income, <b>blacking out all details <u>except</u> income, first and last name, address</b> )		
Cohabitants (please state the number of persons):	__ adults                      __ children	
What sort of pets (not including small animals) do you intend to keep, if any? <i>(as a pet owner, you will have to submit proof of a pet liability insurance.)</i>		
Do you have liability insurance? (please enclose proof)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>You must have liability insurance, incl. key insurance, by the time you sign the lease.</i>
Rent certificate issued by your landlord	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Credit rating by credit protection agency, e.g. German SCHUFA (short version for landlords only)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Personal wealth\*

Have any of your assets been seized?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	in the amount of €
Are you being evicted?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you filed for private insolvency during the past two years?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	when?
Did you make a statutory declaration of insolvency (affidavit of means)?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	when?

I expressly declare that I provide the above information to the best of my knowledge and belief and that my disclosures are true. I am aware that the above disclosures represent the basis for the decision whether or not to

conclude the lease agreement with me.

At the time the lease is signed, you will have to submit proof of your identity in the form of an **official identification document**. Its verification will be documented accordingly.

**If incorrect information is provided in the context of this self-disclosure, the landlord has the right to contest the respective signed lease agreement or to terminate it without notice.**

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City, date

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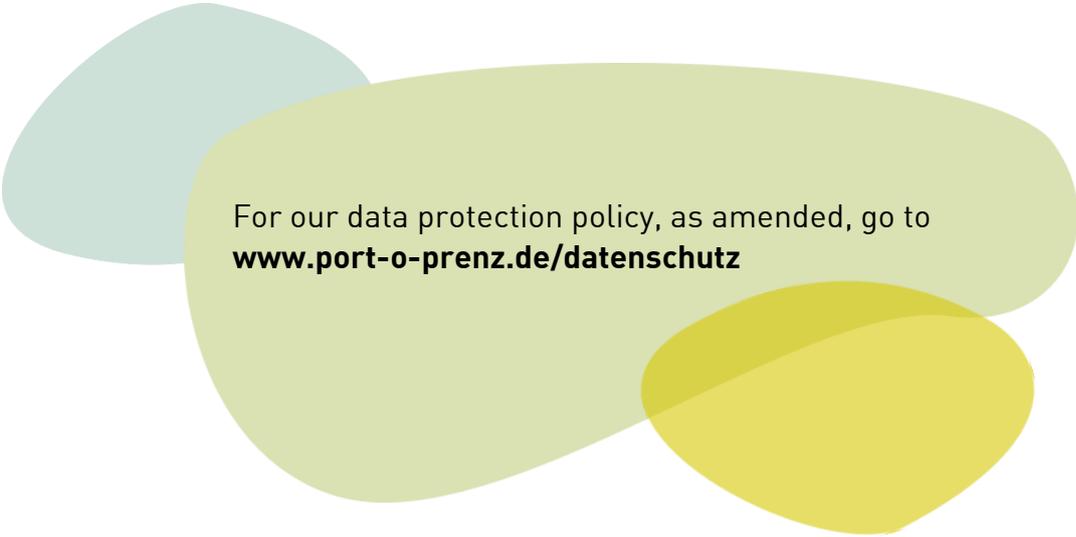
Signature of prospective tenant

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City, date

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Signature of co-applicant



For our data protection policy, as amended, go to  
**[www.port-o-prenz.de/datenschutz](http://www.port-o-prenz.de/datenschutz)**