

APPLICATION FORM



Please enter the desired rental flat

Street, House Number	
Residential unit	
Size	
Total rent (€/month)	
Date of move-in request	
Viewed on	

Applicant 1

Name, First Name	
Date of Birth	
Street, House Number	
Postal Code, City	
Phone	
E-Mail	

Applicant 2

Current Landlord	
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Income information

Current Occupation	
Employer	
Net Income / Month	
Other Income / Month	

Have you filed a statutory declaration in the last three years?

	Yes	No
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Yes	No
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Are there any income garnishments?

	Yes	No
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Yes	No
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Additional Applicants

Name, First Name	
Date of Birth	
Relationship	

Do you keep pets?	Yes	No
If yes, which and how many?		

Yes	No

This application form must be completed in full, legibly and in block capitals.

A checklist of all required application documents can be found on the following page 2.

Please submit the following documents:

- ✔ Application form (completely filled and signed)
- ✔ Last three income statements (no screenshots)
 - For self-employed individuals: BWA or tax advisor's certificate
 - If there is no personal income or the total rent is more than 40% of the household's net income, a guarantor can be included in the tenancy agreement (in this case, all the guarantor's documents must also be provided).
- ✔ Current SCHUFA information for all applicants (not older than 3 months)
- ✔ Current certificate of no rent arrears (issued by your current landlord) or proof of property ownership, e.g. extract from the Land Registry
 - Alternatively, the last 6 rent transfer notices and your rental agreement/last rent increase letter can be submitted for manual comparison
- ✔ Identity card front & back in copy (also partially blackened possible)
 - Non-EU applicants also require a valid VISUM or residence/work permit.
- ✔ Students and trainees must enclose a current enrolment certificate, provisional certificate or study/training contract.

Please send your full documents by e-mail to

vermietung@skaj.de

I/we confirm that no enforcement measures have been taken or are being taken against me/us, that I/we have not made any affidavit, that no arrest warrant has been issued in respect of me/us and that no such proceedings are pending. I/we further affirm that all information provided is voluntary and truthful.

I/we confirm that I/we have read the information on data protection pursuant to Art. 13 para. 1 GDPR.

Attention! Important notice!

If the information provided in this self-declaration is untrue, it can be contested on the grounds of fraudulent misrepresentation even after the tenancy agreement has been concluded, and the landlord is entitled to contest the tenancy agreement or terminate it without notice.

Datum

Mietinteressent 1

Mietinteressent 2

Privacy policy according to Art. 13 para. 1 GDPR

Name and Contact Information of the Data Controller:

SKAJ Management GmbH
Executive Management: Jan Kretzschmar
Marlene-Dietrich-Allee 12b, 14482 Potsdam
Phone: 0331 / 877 916 0
E-Mail: info@skaj.de
E-mail of the data protection officer: info@skaj.de

Purpose of processing your personal data

The collection, storage, processing and use of the data contained in the self-disclosure is carried out for the following purposes: checking the documents, possible establishment and implementation of a tenancy (in particular rental and property management, construction and repair measures, receivables management).

Recipients of personal data

Property and flat owners; administrators; property buyers; tradesmen; utility companies and service providers, e.g. billing service providers, tax consultants, lawyers; government agencies that receive data due to legal regulations.

Legal basis for data processing

The processing of the data is based on Art. 6 (1) a, b and f GDPR. It is carried out on the basis of your consent or for the conclusion and fulfilment of a contract or a legal obligation and to safeguard the legitimate interests of the controller, e.g. credit assessment.

Transfer to third countries

Personal data is not transferred to third countries.

Deletion of personal data

If an actual tenancy is established, your data will be stored for ten years if it is relevant under tax law. If there is no statutory retention requirement, the data will be deleted or destroyed if it is no longer required for the above-mentioned purpose, i.e. the tenancy is finally not concluded or has ended and there are no longer any claims on either side, generally three years after the end of the tenancy. If the parties are involved in a legal dispute, the personal data will only be destroyed after the legal dispute has ended.

Right to information, correction, or deletion

These rights arise from Art. 15, 16 and 17 GDPR. The data subject may request information from the controller about the personal data, its rectification and erasure. The data must be erased if it is no longer necessary for the above-mentioned purpose, if consent is withdrawn, if an objection is lodged against the processing, if there are no legitimate grounds for the processing, if the data has been processed unlawfully or if erasure is required by law.

The data subjects can revoke their consent at any time with effect for the future without giving reasons. The data must then be deleted if there is no other legal basis for the processing. The revocation must be sent to the above-mentioned contact address or to the data protection officer.

Right to objection in accordance with Article 21 of the GDPR

If your personal data is processed on the basis of legitimate interests in accordance with Art. 6 (1), sentence 1 f GDPR, you have the right to object to the processing of your personal data in accordance with Art. 21 GDPR, provided that there are reasons for this arising from your particular situation. The objection should be addressed to the above-mentioned contact address or to the data protection officer.

Complaint right with a supervisory authority

Affected individuals can submit complaints to the following supervisory authority

The State Commissioner for Data Protection and the Right of Access to Files

Stahnsdorfer Damm 77, 14532 Kleinmachnow

Phone: 033203 / 356 0, Fax: 033203 / 356 49

E-Mail: poststelle@LDA.brandenburg.de