



**You´re interested in a flat? We´re happy to help. We would like for you to soon be able to say:
Bei Otto bin ich zu Hause.**

Before you can move into your new flat we need some information from you. Please complete the following documents as accurately as you can to your knowledge, so that we can process your request as efficiently as possible.

We require the **following documents**:

1. Tenant Self-Disclosure
2. Debit authorisation
3. Guarantor (required for students, apprentices or interested parties without their own income)
4. Certificate from previous landlord
5. Application to keep a dog in your apartment
6. Proof of income (please provide copies from the last three months)

Please submit the Tenant Self-Disclosure within **2 days** and complete the further documents within following 5 days. We would like to inform that you get into a tenant selection if we have received the necessary documents in good time.

Many thanks and kind regards,

Your lettings team at
Wohnungsbaugenossenschaft Otto von Guericke eG
Breiter Weg 267
39104 Magdeburg

E-Mail: ov@guericke.de

www.guericke.de



1. Tenant Self-Disclosure

I/we provide the landlord for the property _____
Street, No./ Flat

the following voluntary and accurate personal details:

Detail	Tenant	Flatmate/Spouse
Surname, first name		
Date of birth		
Current address		
Telephone number		
Email address*		
Monthly net income		
Do you have a WBS**? (yes/no)	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

The apartment is required for _____ people.

Have you been issued a bailiff's notice within the last five years? yes no

Have you submitted a debtor's asset disclosure within the last 3 years? yes no

Do you want to keep a dog in your apartment? yes no
Please take a look at the Information Regarding Dog Ownership

Other residents belonging to the household:

Surname	First name	Adult	Child
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

How did you hear about us? _____

I hereby expressly declare, that the above information is correct and complete to my knowledge. If, after the conclusion of the tenancy agreement, individual details are found to be incorrect, the landlord is entitled to terminate the contract in good time, or if necessary, without notice.

Location, Date

Tenant/ Flatmate/ Spouse



2. Debit Authorisation

Uniform rules for German and European payment transactions are in the process of being introduced in accordance with the SEPA concept. The word SEPA stands for Single Euro Payments Area.

The Housing Co-operative Otto von Guericke eG has already made this conversion, it is therefore necessary to provide your IBAN and BIC for the debiting of the rent.

Once you have provided your bank details, we will prepare a SEPA mandate for the account holder to sign.

Name in full:

Street, house number:
(new residence)

Postcode/Town/City:

Account details:

Account holder:
(First name Surname)

Street, house number:
(alternative account holder)

Postcode, Town/City:
(alternative account holder)

Name of bank:

BIC:

IBAN:



3. Guarantee (only required for students, apprentices or interested persons without their own income)

Guarantor's Details

Surname: _____

First name: _____

Date of birth: _____

Street, House no.: _____

Postcode, Town/City: _____

Telephone number: _____

By signing this guarantee, the guarantor accepts all responsibility for any financial liabilities arising from the tenancy agreement

between the Wohnungsbaugenossenschaft (Housing Co-operative)
Otto von Guericke eG
Scharnhorstring 9
39130 Magdeburg

and the tenant

Tenant number: _____

Surname: _____

First name: _____

Street, House no.: _____

Postcode, Town/City: _____

The guarantee is valid from the beginning of the rental period and is limited in amount to three times the monthly rent. Additional costs, which must be billed separately, are not taken into account. Accruing installments on cooperative shares is also part of this guarantee.

Location, Date

Signature of the self-imposed guarantor



4. Certificate from Previous Landlord

For submission to new landlord:

New landlord: Wohnungsbaugenossenschaft
Otto von Guericke eG
Scharnhorstring 9
39130 Magdeburg

Name of prospective tenant(s): _____

The prospective tenant would like to rent an apartment from the above-named landlord. Before finalising the tenancy agreement, the landlord requests that the previous landlord answers the following questions, in order that the contract compliance of the prospective tenant can be judged. There is no legal claim to the answering of the questions and the handing over of the certificate by the prospective tenant. The previous landlord is asked to give careful consideration to accuracy.

1. The tenancy has existed since _____ .
2. Are there uncontested outstanding claims from the tenancy to the value of a minimum of € 1,500, even though the tenant has been reminded in writing at least twice after the due date?
 yes* no*
3. Are there undisputed arrears of payment on the basis of which the tenancy can be terminated without notice according to paragraph 543 of the German civil code?
 yes* no*
4. For the claims named in 2 - 3, is there one or more for which the settlement was not more than a year ago?
 yes* no*
5. In the last two years, was the tenant responsible for undisputed significant breaches of the tenancy agreement obligations that materially and permanently impaired the landlord's rights (e.g. significant risk to the rented property due to neglect of the due diligence obligations incumbent on the tenant)? If yes, please specify below.
 yes* no*

Please provide a brief specification of the significant breaches of rental obligations pertaining to question 5:

(*Please tick the relevant box)

Location/Date

Signature/Stamp of previous landlord

