

APARTMENT RENTAL APPLICATION CHECKLIST

Essential paperwork for your rental application *Bewerbungsmappe*

1. IDENTITY & SELF-DISCLOSURE

☐ Valid Passport or ID Card: High-quality copy of the identity page for every applicant. (Note: Non-EU citizens must include their Visa/Residence Permit).

☐ Mieterselbstauskunft: Completed and signed tenant self-disclosure form. 2. FINANCIAL PROOF

☐ Proof of Income: Last three consecutive salary slips (Employees) or tax advisor confirmation (Freelancers).

☐ Schufa Report: A current credit snapshot (Bonitäts-Check) not older than 3 months.

Financial Note: Net income should ideally be at least three times the "Warmmiete". Newcomers should provide bank statements showing savings.

3. RENTAL HISTORY & GUARANTEES

☐ Mietschuldenfreiheit: Confirmation from your previous landlord stating you have no rent arrears.

☐ Bürgschaft (If applicable): Signed guarantor letter, plus their ID copy and last 3 salary slips.

☐ Liability Insurance: Proof of "Haftpflichtversicherung" if requested by the landlord. 4. PRESENTATION

☐ Anschreiben: A one-page cover letter explaining who you are, what you do, and why you want the flat.