

Tenant self-disclosure Pures Leben

I am / we are interested in renting the following apartment:

Street, house number, postal code, city

Floor, object number

I am/we are interested in renting a parking slot: yes no

Desired rental start date: _____

Desired rental duration (to be filled in only if you want to rent an apartment at B.Loved in Berlin):

2 months 3 months 4 months 5 months 6 months

I am/we are aware that the following informations are provided on a voluntary basis and serves the landlord as a basis for his choice of tenant. The informations provided in this self-disclosure are true and complete at the present time.

The following information serves only for the rental of the apartment(s) mentioned:

	prospective tenant 1	prospective tenant 2 Cost unit
<u>reason for renting</u> (please mark)	<input type="checkbox"/> project work <input type="checkbox"/> actor <input type="checkbox"/> seconded employee <input type="checkbox"/> probation/ first orientation <input type="checkbox"/> study/ fellowship <input type="checkbox"/> _____	<input type="checkbox"/> project work <input type="checkbox"/> actor <input type="checkbox"/> seconded employee <input type="checkbox"/> probation/ first orientation <input type="checkbox"/> study/ fellowship <input type="checkbox"/> _____
<u>name, first name</u>	_____	_____
<u>date of birth</u>	_____	_____
<u>current address</u> (street, No., postcode, city)	_____	_____
	_____	_____
<u>mobile phonenumber</u>	_____	_____
<u>email</u>	_____	_____
<u>income type</u> (please mark with a cross)	<input type="checkbox"/> salary (with unlimited employment contract) <input type="checkbox"/> salary (with limited employment contract) <input type="checkbox"/> retirement pay <input type="checkbox"/> social benefits <input type="checkbox"/> others (_____)	<input type="checkbox"/> salary (with unlimited employment contract) <input type="checkbox"/> salary (with unlimited employment contract) <input type="checkbox"/> retirement pay <input type="checkbox"/> social benefits <input type="checkbox"/> others (_____)
<u>monthly total net income</u>	_____	_____
<u>outgoings/financial obligations</u> (credits, cars, other rentals, alimony)	_____	_____
<u>Currently employer</u> (address, telephone number)	_____	_____
	_____	_____
<u>Current profession</u>	_____	_____
<u>employed since</u>	_____	_____

contract limited until _____

Current landlord _____

(address, telephone number) _____

Children, relatives or other co-tenants included in the household: yes no

	Name, adress	date of birth	degree of relationship
1.	_____	_____	_____
2.	_____	_____	_____

Prospective Tenant 1

Prospective Tenant 2

Are there any arrears of rents? yes no yes no

There is currently no out-of-court debt settlement procedure/no agreement attempt has failed in the last 6 months yes no yes no

I/we have registered for personal bankruptcy and/or issued a statement in lieu of an oath
[German: "Eidesstattliche Versicherung"] yes no yes no

I/ we have provided information on my/our financial status and assets yes no yes no

Do you have a criminal record relating to tenancy?
If yes, when? _____ _____

I/we intend to use the apartment for the following commercial purposes:
If yes, what kind of commercial? _____ _____

I/we have the following pets: _____

How did you hear about us?

Immoscout24
Homepage
Tenants recruit tenants
other _____

I.

I/ we declare to be able to take all the commitments associated with a tenancy agreement. We also declare to be able to pay the monthly rental and the rent deposit

II.

I/ we declare that all of the before written datas are completely and truthfully. In case the datas are untruthful and the contracting parties signed the tenancy agreement, the landlord is authorized to terminate the tenancy agreement without notice.

III.

I/ we agree to the landlord requests for confidential information on a person's credit rating. (Schufa-Auskunft)

IV.

The landlord it authorised to use this self-declaration only for letting the apartment. The landlord has to demolish alle the documents when there are out of use.

V.

I/we confirm the receipt of the attached information obligations according to DSGVO, as of 25.05.2018.

place, date

signature prospective tenant 1

place, date

signature prospective tenant 2 | Cost unit

Enclosures:

Please attach the following documents:

Rental by private persons in an employment relationship

- employment contract
- „Schufa-Auskunft“ (please sign the added form)
- copy of the identity card(s), front and back with the serial and access number expunged

Rental by private individuals in self-employment:

- Proof of income in form of surplus income statement and current income tax assessment notice
- „Schufa-Auskunft“ (please sign the added form)
- copy of the identity card(s), front and back with the serial and access number expunged

If you are not responsible for your own rent, e.g. in case of students, please send us the above mentioned documents of the payer. Please enter the contact details of the payer in the 2nd column (right) of the self-disclosure form. Please also send the completed confirmation of cost absorption (download at www.pures-leben.de).

Rental by company and employee moving in as salaried employees:

- Annual financial statement
- Copy of identity card of person authorized to represent the company (front and back)
- Copy of identity card of the employee moving in (front and back)

Please send the complete documents by email to the following address:

PRO IMMOSSERVICE GmbH
anfrage@pro-immoservice.de

**Consent form including acquiring a Schufa-Auskunft
by PRO IMMOSERVICE GmbH**

Prior to concluding the rental agreement, Pro Immoservice GmbH forwards personal data on this rental application as well as data on non-contractual or fraudulent conduct to SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden for the purpose of checking the creditworthiness of the prospective tenant. The legal bases of these transfers are Article 6 (1) (b) and Article 6 (1) (f) of the General Data Protection Regulation (GDPR). Transfers based on Article 6 (1) (f) of the GDPR may be made only to the extent necessary to protect the legitimate interests of Pro Immoservice GmbH or third parties and providing there are no prevailing interests or fundamental rights and freedoms of the data subject(s) which would require the protection of his/her/their personal data. SCHUFA processes data and also uses it for the purposes of profiling (scoring) in order to provide its contracting partners in the European Economic Area and in Switzerland and, where applicable, other third countries (as long as there is a corresponding decision by the European Commission which considers this appropriate) with information on, among other things, the creditworthiness of natural persons. Further information on SCHUFA's activities can be found on the SCHUFA Information Sheet or reviewed online at www.schufa.de/datenschutz.

With my signature, I confirm that I have read the SCHUFA notice and that I have been served a copy of the SCHUFA Information Sheet.

place, date

Signature(/s)

Information requirements according to DSGVO

Data protection and the protection of your personal data is our top priority. We inform you below about the processing of your personal data on our website and in the company. Personal data is processed in accordance with the provisions of the new German Federal Data Protection Act (BDSG-neu) and the General Data Protection Regulation (DSGVO) applicable from 25.05.2018.

Name and address of the responsible person

PRO IMMOSSERVICE GmbH
Auf der Herrschwiese 15
49716 Meppen

Tel: +49(0)5931/9899-255
Email: anfrage@pro-immoservice.de
HR-NR: HRB Osnabrück 122 148
Managing Director: Claus Ripplloh, Raphael Wellen

Contact details of the data protection officer

Detlef Breuker, c/o C&S Consulting, Obere Findelstätte 34, 49124 Georgsmarienhütte, Germany
E-mail: [info\(at\)datenschutz-os.de](mailto:info(at)datenschutz-os.de)

Processing of personal data in the company

We process personal data that we receive from you in the context of requesting information, an inquiry, initiating business, processing contracts, online orders or our business relationship. We further process, to the extent necessary for the performance of the contract, personal data that we have received from other companies or from other third parties in a permissible manner (e.g. for the execution of orders, for the performance of contracts or on the basis of consent given by you). Relevant personal data are personal details (name, address and other contact details). In addition, this may also include order data, data from the fulfillment of our contractual obligations, advertising and sales data, documentation data, as well as other data comparable to the aforementioned categories.

1. purposes and legal bases of the processing operations

The purposes of the processing are primarily based on the service you have ordered or requested.

- 1.1 The processing is necessary for the performance of a contract or for the implementation of pre-contractual measures ((Art. 6 para. 1 letter b DSGVO).
 - The processing of personal data is carried out for the provision and mediation of commercial transactions, in particular for the initiation or conclusion of a contract with you and the execution of your orders. Furthermore, for the execution of inquiries or orders when using an existing online store.

- 1.2 The processing takes place within the framework of the balancing of interests (Art. 6 para. 1 letter f DSGVO). Insofar as necessary, we process your data beyond the actual performance of the contract to protect legitimate interests of us or third parties
 - Exchange of data with credit agencies (SCHUFA, Creditreform) to determine creditworthiness and or default risks
 - Advertising or market and opinion research, insofar as you have not objected to the use of your data
 - Handling of inquiries and requests for information
 - Assertion of legal claims and defense in legal disputes
 - Ensuring IT security
 - Prevention and investigation of criminal offences
 - Measures for business management and further development of services and products.

- 1.3 You have given your consent to the processing of personal data concerning you for one or more specific purposes (Art. 6 para. 1 letter A DSGVO).

- Insofar as you have given us consent to process personal data for certain purposes (e.g. advertising, newsletter dispatch, publication of photos or personal data), the lawfulness of this processing is based on your consent.
- Any consent given can be revoked at any time. This also applies to the revocation of declarations of consent given to us prior to the application of the GDPR, i.e. prior to May 25, 2018.
- The revocation shall only apply with effect for the future. Processing that took place before the revocation is not affected by this.

1.4 Processing is necessary for compliance with a legal obligation to which we are subject (Article 6(1)(C) DSGVO).

- As a company, we are subject to various legal obligations in the context of tax and social security monitoring and reporting requirements. Further requirements may arise from the German Disabled Persons Act (Schwerbehindertengesetz), trade associations, fraud and money laundering prevention, compliance with the requirements of the EU Anti-Terrorism Regulation, and others.

2. recipients or categories of recipients of the data (if a data transfer takes place)

2.1 Within the company, those departments receive your data that require it to fulfill our contractual and legal obligations. Processors used by us (Art. 28 DS-GVO) may also receive data for these purposes. These are companies in the categories of credit services, IT services, printing services, telecommunications, advice and consulting, and sales and marketing.

2.2 Companies outside the company may receive your data if they need it to fulfill our contractual obligations. Under these conditions, recipients of personal data may be, for example:

- Tax advisors, auditors, consultants
- Lawyers (disputes, debt collection, etc.)
- Technicians/tradesmen (maintenance, repair work)
- Transport and logistics companies
- Collection companies
- Banks/savings banks
- Credit agencies(SCHUFA, Creditreform)

3. storage duration or criteria for determining the duration

To the extent necessary, we process and store your personal data for the duration of our business relationship, which also includes, for example, the initiation and execution of a contract. In addition, we are subject to various storage and documentation obligations, which mainly result from the German Commercial Code (HGB) and the German Fiscal Code (AO). The retention and documentation periods specified there are six to ten years.

Finally, the storage period is also assessed according to the statutory limitation periods, which, for example, according to §§ 195 et seq. of the German Civil Code (BGB) are usually 3 years; if it is necessary to preserve evidence, for example in the context of legal proceedings, the limitation periods of the German Civil Code (BGB) can be up to 30 years if a legal title exists.

After termination of the contractual relationship, the deletion takes place after expiry of the legal storage regulations.

If the purpose for storing the data no longer applies, the personal data will be blocked or deleted as long as this does not conflict with statutory retention obligations.

4. references to the rights of the data subjects

Every data subject has the following data protection rights under the GDPR:

- Right to information according to Art. 15 DSGVO
- Right to correct incorrect data according to Art. 16 DSGVO
- Right to erasure according to Art. 17 DSGVO

- Right to restriction of processing according to Art. 18 DSGVO
- Right to data portability according to Art. 20 DSGVO
- Right to object according to Art. 21 DSGVO

To exercise your above-mentioned rights or to withdraw your consent, please contact the above-mentioned responsible office.

You have the right to complain to a supervisory authority. You can exercise this right at a supervisory authority in the member state of your residence, workplace, or the location of the alleged violation.

Before you contact the competent supervisory authority with a complaint, we would like to ask you to clarify this matter with our data protection officer.

5. planned data transfer to third countries

Currently, no data transfer to third countries takes place and is not planned for the future.

6. voluntariness and obligation to provide personal data

Within the scope of our business relationship, those personal data must be provided which are necessary for the establishment and implementation of a business relationship and the fulfillment of the associated contractual obligations or which we are legally obligated to collect. Without this data, we are not able to conclude a contract or carry it out.

7. automated decision making including profiling

For the establishment and implementation of the business relationship, we generally do not use exclusively automated decision-making within the meaning of Art. 22 DSGVO.