Please fill in the desired rental apartment

skaj

Application form

Street, House Number	
Postal Code, City	
Apartment Nr.	
Apartment size	
Total rent (€/month)	
Move-in request	

Applicant 1

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

Current Landlord	

Income Information (please attach proof)

Current Occupation	
Employer	

Net Income / Month	
Other Income / Month	

do you owe rent or other debts (please attach proof)?

Yes		No	

Are there income garnishments?

Yes		No	

Additional Applicants

Name, First Name	
Date of Birth	
Relationship	

Do you have pets?

Yes		No	
If yes which and how many?			

Applicant 2 / Guarantor

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

Current Landlord	

Income Information (please attach proof)

Current Occupation	
Employer	

Net Income / Month	
Other Income / Month	

do you owe rent or other debts (please attach proof)?

Yes		No	

Are there income garnishments?

Yes		No	

Additional Applicants

Name, First Name	
Date of Birth	
Relationship	

Do you have pets?

Yes		No	
If yes which and how many?			

- The application must be filled out completely, legibly and in block letters.
- Your application cannot be processed if it is incomplete or illegible.
- A checklist of all required application documents can be found on the following page 2.

Please submit all documents in one email to vermietung@skaj.de to be considered in the application process

Please submit the following documents

- Application form (completely filled out and signed)
- Copy of identity card
  - ➔ For applicants from outside the EU, a valid visa or residence permit is required additionally.
- Current SCHUFA information OR comparable proof of creditworthiness (not older than 1 month)
- Written confirmation of the previous landlord that the applicant does not owe rent payments.
  - ➔ If the applicant is currently living free of rent with his/her parents, an adequate confirmation must be provided
- Last three income statements
  - ➔ If the applicant has no income of his/her own, a guarantor needs to fill out and sign this application form aswell.
  - ➔ If the applicant is a student, a current certificate of enrollment (provisional certificate or study contract, if applicable) is required.

If a guarantee is given, the following documents must be submitted IN ADDITION:
- Copy of guarantor's identity card
- Current SCHUFA information from the guarantor or comparable proof of creditworthiness
- Last 3 income statements of the guarantor
- Written confirmation of the previous landlord that the guarantor does not owe rent arrears

  (or declaration of home ownership of the guarantor)

For legal reasons, guarantors outside the EU cannot be approved. With proof of a blocked account of approximately 10.000,00 €, no further income documents are required, providing the best possible chances for housing allocation.

I/we hereby confirm that no enforcement measures have been initiated or executed against me/us, I/we have not made any false affidavits, no arrest warrant has been issued in this regard, and no such proceedings are pending. Furthermore, I expressly affirm that all information provided has been voluntarily and truthfully disclosed.

I/we acknowledge having received the data protection notice as per Article 13(1) of the GDPR.

Attention: Important Note!
In the event of false information provided in this self-disclosure, even after the rental agreement has been concluded, it is possible to contest it on grounds of fraudulent misrepresentation, and the landlord has the right to contest the rental agreement or terminate it with immediate effect.

_____	_____	_____
Date	Applicant 1	Applicant 2 / Guarantor

Privacy Policy pursuant to Art. 13(1) GDPR

Name and Contact Information of the Data Controller:

SKAJ Management GmbH
Geschäftsführung: Jan Kretzschmar
Marlene-Dietrich-Allee 12B, 14482 Potsdam
Phone: 0331 / 877 916 00
E-Mail: info@skaj.de

Purpose of Processing Your Personal Data
The collection, storage, processing, and use of the data contained in the self-disclosure form are carried out for the purposes listed below: verification of documents, potential establishment and execution of a lease agreement (including rental and property management, construction and repair activities, debt management).

Recipients of Personal Data
Property and apartment owners; property managers; property buyers; craftsmen; utility companies and service providers, e.g., billing service providers, tax consultants, lawyers; government authorities receiving data pursuant to legal requirements.

Legal Basis for Data Processing
The processing of data is based on Art. 6(1)(a), (b), and (f) of the GDPR. It is carried out based on your consent, for the conclusion and fulfillment of a contract or a legal obligation, and for the legitimate interests of the data controller, e.g., creditworthiness checks.

Transfers to Third Countries
Personal data is not transferred to third countries.

Deletion of Data
If an actual lease agreement is established, your data will be retained for ten years if there is tax relevance. If there is no legal obligation to retain the data, it will be deleted or destroyed when it is no longer necessary for the aforementioned purpose, i.e., when the lease agreement definitively does not materialize or has ended, and there are no more claims from either party, typically three years after the termination of the lease agreement. If the parties are involved in a legal dispute, personal data will only be destroyed after the conclusion of the legal dispute.

Right to Information, Correction, or Deletion
These rights arise from Art. 15, 16, and 17 of the GDPR. The data subject can request information from the data controller about their personal data, its correction, and its deletion. Data must be deleted when it is no longer necessary for the aforementioned purpose, when consent is revoked, when there are no overriding legitimate reasons for the processing, when the data has been unlawfully processed, or when deletion is legally required.

Data subjects can revoke their consent at any time with future effect without specifying reasons. After that, the data must be deleted if there is no other legal basis for processing. The revocation should be addressed to the above contact address or to the data protection officer.

Right to Object in accordance with Article 21 of the GDPR

If your personal data is processed based on legitimate interests in accordance with Article 6(1)
sentence 1 f of the GDPR, you have the right, in accordance with Article 21 of the GDPR, to object to the processing of your personal data, provided that there are reasons arising from your particular situation. The objection should be addressed to the aforementioned 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 Berlin Commissioner for Data Protection and the Right to Access to Files
Friedrichstr. 219, 10969 Berlin
Phone: 030 / 138 89-0, Fax: 030 / 21 55 050
E-Mail: mailbox@datenschutz-berlin.de