

**Application form
for renting an apartment
Marlene-Dietrich-Allee 15 a/b –
Stahnsdorfer Straße 79/81
14482 Potsdam**

Please enter the desired apartment

Street, House number	
Apartment number/Apartment-ID	
Rent including heating (€/month)	
Desired start date of rental	

Applicant details

Surname, First name	
Date of birth	
Street, House number	
Postal Code, City	
Telephone number	
E-Mail	

Student status (Enrollment at university) If no, current occupation	<input type="radio"/> Yes
	<input type="radio"/> No,

Net income/month	
Other income/month	
Debt/installment loan	

- The application must be filled out completely, legibly and in block letters
- Your application cannot be processed if it is incomplete or illegible

Please submit the following documents:

- Application form
- Copy of identity card
- Last three income statements
 - ➔ If the student has no income of his/her own, a declaration of guarantee from the parents must be enclosed (Please use the attached form)
- Current SCHUFA information (not older than 1 month)
- Written confirmation of the previous landlord that the applicant does not owe rent arrears
 - ➔ If the student is currently living free of rent with his/her parents, an adequate confirmation of this is to be provided
- Current certificate of enrollment (provisional certificate or study contract, if applicable)

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
- 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)

I affirm that no enforcement measures have been initiated or carried out against me, that I have not provided any affidavits, that no arrest warrant has been issued in this connection and that no such proceedings are pending. Furthermore, I expressly affirm that I have provided all information voluntarily and truthfully.

I confirm that I have received the attached data protection declaration according to art. 13 para. 1 DSGVO. I agree with the attached data protection declaration in accordance with art. 13 para. 1 DSGVO.

Attention: Important note!

If the information provided in this self-disclosure is untrue, a contestation due to fraudulent misrepresentation is possible even after the conclusion of the rental contract and the landlord is entitled to challenge the rental agreement or to terminate it without notice.

Place, date

Signature of the prospective tenant

Contact: H&P Real Estate Solutions Hausverwaltung
Königstraße 2, 14163 Berlin

Privacy policy according to art. 13 para. 1 DSGVO

Name and contact details of the person in charge

H&P Real Estate Solutions Stbg mbH

Managing Director: Jana Huschke

Königstraße 2, 14163 Berlin

Telephone: 030/ 81 81 87 71, Fax: 030/ 81 81 87 71

E-Mail: info@hp-res.de

E-mail of the data protection officer: info@hp-res.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 tenancy and property management, construction and repair measures, claims management).

Recipients of personal data

Property and apartment owners or his representatives, administrators, purchasers of real estate, craftsmen, utilities and service providers, e.g. billing service providers, tax consultants, lawyers, letting agents, government agencies that receive data due to legal regulations.

Legal basis of the data processing

The processing of the data is based on art. 6 paragraph 1 a to c and f of the DSGVO. It is carried out based on your consent or for the conclusion and fulfillment of a contract or a legal obligation as well as to safeguard the legitimate interests of the person responsible, e.g. credit assessment.

Transmissions to third countries

Personal data will not be transferred to third countries.

Deletion of data

Should your data be of relevance to tax law, it will be stored for ten years. If there is no statutory retention requirement, the data will be deleted or destroyed if they are no longer required for the above-mentioned purpose, i.e., if the tenancy finally does not come into existence or is terminated and no more claims exist on either side, usually three years after termination of the tenancy. If the parties are in a legal dispute, the personal data will be destroyed only after the end of the legal dispute.

Right of access, rectification or erasure

These rights derive from articles 15, 16, and 17 DSGVO. The data subject may request from the person responsible information about the personal data, its correction and its deletion. The data must be deleted if they are no longer necessary for the above-mentioned purpose, if a given consent is revoked, if an objection is lodged against the processing, if no legitimate reasons for the processing take precedence, if the data have been processed unlawfully or if deletion is required by law.

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

Right of objection according to Art. 21 DSGVO

If your personal data is not collected due to legitimate interests according to art. 6 paragraph 1 p. 1 f DSGVO, you have the right to object to the processing of your personal data in accordance with art. 21 DSGVO, provided that there are reasons for doing so arising from your particular situation. The objection should be addressed to the above-mentioned contact address or to the data protection officer.

Right of appeal to a supervisory authority

Those concerned may submit complaints to the following supervisory authority:

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

Dalia Kues

Friedrichstr. 219, 10969 Berlin

Telephone: 030 / 138 89-0, Fax: 030 / 21 55 050

E-Mail: mailbox@datenschutz-berlin.de