

Document checklist

Swiss rental application — one column per person

FOR EACH PERSON

ID or passport Required

Both sides, clearly legible.

Person 1

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Person 2

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Residence permit Required

B, C, L, G or Ci — only for people without a Swiss passport.

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The last three payslips Required

Or the documents below, if there are none yet.

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Employer confirmation instead of payslips

New job, no payslips yet: workload, start date, salary.

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Commercial register extract instead of payslips

For the self-employed — online from the register office.

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Annual accounts instead of payslips

The last closed business year, if there is one.

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Debt-register extract Required

From the office where you live, under three months old.

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Employment contract strengthens the file

Proves the job when the payslips do not show it yet.

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Reference from your current manager strengthens the file

A short letter or a contact — ask them first.

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FOR THE WHOLE APPLICATION

Personal liability insurance strengthens the file

Policy or confirmation; many managers require it at move-in.

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The manager's own application form strengthens the file

Nearly every manager has one — attach it filled in.

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Deposit strengthens the file

Confirmation from the bank or the deposit insurer.

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Additional documents strengthens the file

Whatever else the manager asks for — a certificate of residence, for example.

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Three things that make the difference

The debt-register extract is what most often goes missing or stale: most property managers expect it to be under three months old. Order it from the debt-collection office where you live before you apply.

One dossier, one file: a single PDF in the order of this list reads faster than ten attachments — and nothing gets lost on the way.

It works without payslips too: an employer confirmation naming your workload, start date and salary; for the self-employed, the commercial register extract and the last annual accounts.