

## What documents do I need?

The application for the flat search usually contains the following documents:

Cover letter in response to the advert  
 Tenant self-disclosure  
 Proof of income or benefit statement  
 Schufa information  
 Copies of identity cards  
 Certificate of no rent arrears

If you prepare these documents carefully, you have a better chance of being accepted for the flat. If possible, bring the documents with you to a viewing in a folder or, if necessary, submit them directly with your application.

### 1. cover letter in response to the advert

In the cover letter, write a short text in which you introduce yourself and explain why you are interested in this flat. Try to address the following questions in your cover letter:

Who belongs to you or should move into the flat?  
 Why are you looking for a flat?  
 Why are you applying for exactly this flat in this neighbourhood?  
 A cover letter could look like this:

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**Subject: Application for the 3-room flat at Mustermann-Straße 1, 88677 Markdorf**

**Dear Mr Mustermann,**

**Your 3-room flat at Mustermann-Straße 1 in Markdorf is exactly what we want for our new home.**

**We (Mr and Mrs Mustermann with our 3-year-old daughter) are looking for a larger flat in a quiet area of Markdorf.**

**The flat you are offering is ideal for a small family and offers enough space for the three of us.**

**The location of the flat is also ideal for us. We can reach our workplaces quickly and our daughter's kindergarten is only a few minutes' walk away.**

**We are both employed. Please find attached our proof of income.**

**We could move in from DD.MM.YYYY.**

**We look forward to hearing from you and viewing the flat together.**

**Yours sincerely**

**Mr and Mrs Mustermann with daughter**

**Enclosures:  
 Self-disclosure**

**Proof of income or benefit statement**  
**Schufa information**  
**Copies of identity cards**  
**Certificate of freedom from rent arrears**

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Be factual and honest in your cover letter. If you currently have no work, formulate it as follows:

**The rent for the flat is covered by the job centre.**

If you are working part-time and receive top-up benefits from the job centre, you can also mention this.

## **2. tenant self-disclosure**

The first question every landlord asks is: Who would like to move in here? The self-disclosure provides the answer. In this document, you provide information about all relevant personal information that is of interest to the landlord. These are

- First name and surname
- Date of birth
- Current address
- Contact details (telephone and e-mail)
- Current profession and employer
- Monthly income
- You can draw up the tenant self-disclosure form yourself.

Important: If you do not want to move in alone, but with a partner, your family or in a shared flat, all tenants should each submit a self-declaration or be listed in yours.

## **3. proof of income**

Landlords want to be sure that you can pay the monthly rent. Proof of income is an important document to show your financial situation. Proof of the last three months is usually requested. Always enter the total joint income (families, couples and so on).

If you do not have your own income, submit the benefit statement from the job centre.

## **4 Schufa credit report**

A Schufa report provides information about your solvency. You can [apply for a Schufa report](#) online. Take care of this in good time so that it arrives in good time for your flat search.

The free version of the Schufa report is called "[Data copy according to Art. 15 GDPR](#)". This is sufficient for landlords.

## **5. copy of identity card**

A copy of your identity card (or residence permit) should also be included in the application for a flat.

All tenants wishing to move into the property must enclose copies.

## **6. certificate of freedom from rent arrears**

Future landlords often want to know whether you are free of rent arrears. The certificate of freedom from rent arrears shows that you have paid your rent to your previous landlord

continuously and punctually.

Your previous landlord can issue you with a certificate stating that you have no rent debts.

Another way of proving that you are free of rent arrears is to provide bank statements from the last year showing punctual payments.

**IMPORTANT:** If you disclose partial statements from your bank statements, black out all other transactions or have a bank statement drawn up showing only the rent payments.