

What documents do I need?

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

Cover letter in response to the flat advertisement
 Tenant self-disclosure
 Proof of income or statement of benefits
 Schufa information
 Copies of identity cards
 Certificate that you are not in rent arrears

If you prepare these documents carefully, you will have a better chance of being accepted for the flat.

1. cover letter to the flat ad

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

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

Subject: Application for a 3-room flat at Mustermann-Straße 1, 88677 Markdorf, Germany

Dear Mr Mustermann,

Your 3-room flat at Mustermann-Straße 1 in Markdorf is exactly what we would like 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 in Markdorf.

The flat you offer 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. You will find our proof of income enclosed.

We could move in from DD.MM.YYYY.

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

With kind regards

Mr. and Mrs. Mustermann with daughter

Enclosures:

Self-disclosure

Proof of income or statement of benefits

Schufa information
Copies of identity cards
Certificate of freedom from rent debts

Be factual and honest in your cover letter. If you do not have a job at the moment, formulate it as follows: The rent for the flat is secured by the Job Centre.

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
- Birthday
- Current address
- Contact details (telephone and e-mail)
- Current occupation and employer
- Monthly income
- You can fill out 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 submit a self-disclosure form each.

3. proof of income

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

If you have no income of your own, submit the benefit statement from the Job Centre.

4. credit report

A Schufa report provides information about your solvency. You can [apply for](#) a [Schufa](#) report online. Make sure you apply for it early so that it arrives in time for your flat search.

The free version of the Schufa information is called "[data copy according to Art. 15 DS-GVO](#)". This is sufficient for landlords.

5. copy of identity card

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

All tenants who want to move into the property attach copies.

6. certificate of freedom from rent debts

Prospective landlords often want to know if you are free of rental debt. The certificate of freedom from rent debt shows that you have been paying your rent to your previous landlord continuously and on time.

Your previous landlord can give you a certificate that you have no rent debt.

Another way to prove that you are free of rent debts is to have bank statements from the last year showing on-time payments in each case.