

**In order to conclude a rental agreement, we need the following documents from you:**

- Identity card (to be presented)
- Certificate on the residence status
- Previous landlord's certificate  
(Present landlord's certificate to prove the freedom from rental debts)
- Income certificate (wage, pension,...), or a relevant certificate issued by the Job Centre / Social Welfare Office

**In case of foreign students or trainees, we additionally need the following documents:**

- Study record, training certificate or school certificate
- Proof of scholarship
- **Either:** Maintenance account with monthly limit from a German bank  
**Or:** Declaration of surety, incl. leaflet on data protection, guarantor's income and identity card

You will receive the following documents from our authority. Please complete and sign these documents, and submit the same to us at your next appointment. Thank you very much.

- Leaflet „Data protection“
- Questionnaire for interested tenants
- Self-disclosure certificate
- Data sheet on persons who will live together with the tenant in the apartment
- Previous landlord's certificate

If you have any questions, you can get assistance from us by calling the telephone number 0345/6923 480.

Your GWG