



List of documents to be sent by email for the rental file

Documents to be given by the future tenants and warrantor

- Copy of your ID
- Bank account identification (RIB)
- 3 latest pay slips
- 3 latest rent receipts or property tax, if property owner
- Working contract
- Transfer or recruitment certificate: to be asked to your HRS and payroll services in case of a transfer and to your employer for a recruitment. Items required: occupation, professional location of departure, date and place of transfer or recruitment, amount of wages except if the mentioned in the working contract is identical.
- 2 latest tax income forms (copy of all pages)
- Latest electricity receipt as residence justification
- Family booklet if children

Estimated budget when signing the lease

- **Real estate agency fees**, amounting to about 13 Euros (all taxes included) by square meter footage.
- **Security deposit** equivalent to one month's rent (without rental taxes) – sometimes 2 months in case of furnished apartment
- **The first month's rent (running)**

Important:

- To validate a file, the owners or agencies require that the monthly wages of the applicant should cover **at least 3 times the amount of the rent and rental taxes.**
- The landlords may also require a **warrantor** or physical deposit, especially in case of a trial period – the same documents must then be given.
- Insuring the accommodation and providing **insurance certificates** when signing the lease or doing the inventory check-in.