

Instructions to find an Apartment or Room *(englisch)*

The following suggestions are guidelines only. **Information provided by you is on a voluntary basis only!**

1. If you use our list of administrations and developers

Application Form

We will provide you with addresses and telephone numbers of local developers and administrations. **We suggest tht you obtain application forms from as many developers and administrations as possible.** Ensure that your application is fully completed and accurate. Combine the application with the following documents and send the package to the proper address:

Application

- Copy of the certificate of registration (Swiss citizens only)
- Copy of immigration papers (foreigners only)
- Copy of the dept collection report (obtained from your local "Betreibungsamt")
- Copy of your last income tax statement
- Copy of statement of earnings, unemployment compensation statement, IV/AHV entitlement or written rental guarantee.

Developers require that you provide them with **proof of income**. Even if your income is supplemented by youth or social services, your chances of finding an apartment are good if you obtain a written rent guarantee from your social worker and enclose a copy of it with your application.

Cover Letter

We suggest you enclose a cover letter with your application. This letter should include basic personal information, the reason for your search of accommodations and the type of you are looking for (such as apartment size and maximum rent expectation). Where possible try to include references. Failure in the past to meet rent payments, resulting in legal actions will jeopardise any new application for apartments. Therefore it is imperative that you explicitly state that you have no outstanding rent to pay.

Follow Up

Keep copies of all application documents sent out. Follow up with all rental agencies and developers once you have sent in your applications. Obtain the name of the person in charge of your application and find out what your chances are. Keep in touch both by phone and in person. This ensures that the person in charge of your file will keep you in mind, since it confirms your continued interest in finding accommodation.



2. Newspaper Search

Read the classified section of as many newspapers as possible, such as Tagblatt (provided free of charge to all households in the city of Zürich), Tages-Anzeiger, Der Limmattaler, Zürcher Oberländer and Unterländer, Zürichsee-Zeitung, Der Landbote, Sihltalzeitung and other local papers. It is advisable to reply to any advertisements immediately, since low-cost apartments are known to rent out quickly.

3. Use all possibilities to find an apartment

In your personal environment:

Advise friends and relatives that you are looking for an apartment. Ask them for help in making telephone calls and in writing applications. Use free advertisement sections in shopping malls, local stores, restaurants, community centres, warehouses, schools and hospitals. At work, advise your superiors, co-workers and personnel department that you are looking for an apartment. Take a stroll around in the area you wish to live in and look for signs on buildings advertising apartments for rent. More and more landlords use this method.

If possible, do not cancel your present accommodations before you sign a contract for a new one.

Your chances to find new accommodations depend on many factors. You will improve your chances greatly if you follow the above guidelines. Search intensively and try all possibilities.

We wish you success!