

SERVICE SHEET · RENT

The tenant *file*

A complete, clean rental application ready to send anywhere: documents checked, cover letter, one PDF and a personal link. CHF 120 once, delivered within one business day.

120.–	24 h	3 months
once, paid online	business hours to delivery	valid, one update free

01 IN BRIEF

The file that goes *to the top of the pile*

A property manager receives dozens of applications for every vacant flat. Yours arrives complete, readable and checked: each document at the right stage, a letter that introduces you, one PDF and a link to send in one click.

120.–	24 h	3 months
once, paid online	business hours to delivery	valid, one update free

02 WHAT IS INCLUDED

Five things, *done for you*

The documents, one by one
The exact list of what the Federal Data Protection Commissioner allows a property manager to ask for: identity and permit, income, debt-collection record, household liability insurance.

A cover letter
Written for you, in French and English: who you are, why this flat, what makes you reliable. Short, sincere, no empty phrases.

Valid for three months
One free update during that time: new payslip, new extract, change of job.

Every document checked
Readable, complete, up to date: a debt-collection extract less than three months old, recent payslips, a valid permit. Anything missing is flagged before a property manager notices.

One PDF and a personal link
Everything in a single ordered document, plus a secure link to paste into application forms. You stay in control of what is shared.

03 HOW IT WORKS

Four steps, *one file*

I

You order

Fixed fee of CHF 120, paid online, secured by SumUp.

II

Your portal opens

Your list of documents is ready there: upload them from your phone, a photo is enough.

III

We check and write

Each document verified, your letter written with you.

IV

Your file is delivered

Within one business day of the last document: PDF and personal link in your portal.

04 GOOD TO KNOW

What the Tenant File is not

A search

If you want us to find, visit and apply for you, that is the Rental Search; the File is included and your CHF 120 is deducted.

A guarantee of a flat

The landlord alone chooses the tenant. We put every chance on your side; we never promise a lease.

05 THE TERMS

Simple, *and in writing*

Purpose	The Tenant File is an agency contract (art. 394 ff. CO): checking your documents, writing a cover letter in French and English, and assembling a single PDF file with a personal link.
Timing	The file is delivered to your portal within one business day of receiving the last document requested.
Deduction	The CHF 120 is deducted from a Rental Search ordered within three months.
No promise of a flat	The landlord alone chooses the tenant. We commit to work, timelines and a file, never to obtaining a lease.
Your data	Your documents are stored in a protected area of our server in Europe (Germany), read by Alexandre alone, shared with a property manager only with your consent, flat by flat, and deleted thirty days after the end of the assignment. Details in the privacy policy.
Law and jurisdiction	Swiss law. Place of jurisdiction Lausanne, subject to mandatory consumer jurisdictions.
Price	Fixed fee of CHF 120, paid once online at the time of order, through SumUp. The amount shown is the amount paid.
Validity	Three months from delivery, with one free update during that period.
Cancellation	Each contract can be ended at any time, by you or by us (art. 404 CO). What has been delivered remains due; nothing else is.
One client per lease	We are never paid on both sides of the same lease (art. 415 CO).
Prices	Final prices. The amount shown is the amount paid. Online payment through SumUp.

> We are never paid on both sides of the same lease.

Let’s talk about *your plans*

Order online at affinites-immobilier.ch/en/tenant-file, or call us: Alexandre answers, and Noah, our advisor, day and night.

TELEPHONE

021 312 85 58

day and night, weekends included

EMAIL

hello@affinites.ch

reply within 24 working hours

This service online

Alexandre · Affinités Immobilier
Avenue de Lavaux 70A, 1009 Pully

OUR SERVICES

Tenant File · Alerts · Search · Relocation · Replacement · Handover · Letting · Managers

Affinités · Avenue de Lavaux 70A, 1009 Pully. Amounts in Swiss francs. Final prices. Information document, version of 14 October 2026; the terms that bind you are those of the order.