

# self-disclosure

For the initiation and execution of a tenancy, Akelius GmbH as landlord requires a self-disclosure from you after you have viewed the rental property and have informed us that you are interested in the rental property. To possibly rent the rental property, please fill out this self-disclosure completely and truthfully and submit the necessary documents. If you provide us with the relevant information before the viewing and your confirmation, you do so voluntarily. We do not yet require the requested information beforehand.

**property**

	start of rental period	
viewed on		

	<b>1. interested party, future contract partner</b>	<b>2. interested party, if future contract partner</b>
last name, first name		
date of birth		
current address		
phone		
e-mail, voluntary		
occupation		
net income		
pets, except small animals		

**3. additional persons**

number of adults	
number of minors	

Please provide us with the documents so that we can make a final decision:

- proof of your income situation, for example pay slip, bank account statement, income tax assessment and/or other income documents

\*please black out irrelevant data, only necessary is proof of high income

Not necessary for a final decision, but if you have one, you can also submit a certificate of exemption from rental debt if you wish,  
Art. 6 para. 1 lit. a) GDPR.

At the latest when signing, we ask you to provide proof of identity, e.g. identity card or residence permit, visa, blue card. If you would like to provide this proof of identity in advance, you are welcome to do so voluntarily and send us a copy of one of the aforementioned proofs of identity,

Art. 6 para. 1 lit. a) GDPR.

We only make a note that a corresponding proof of identity has been presented and will be added to the file, i.e. in the future no copy will be filed in our documents.

\* Please black out irrelevant data, only relevant data are: Name, date of birth, period of validity of the identity card or passport, issuing authority

I/We declare that I/we are able to perform all obligations under the rental agreement, in particular the payment of the rental deposit and the rent plus utilities.

I/We declare that the above information has been provided in full and truthfully.

Upon conclusion of a rental contract, misrepresentations may result in the revocation or termination of the lease without notice.

## information on data protection

Akelius GmbH processes the personal data of this self-disclosure only for the initiation, execution and termination of the tenancy,

Art. 6 para. 1 lit. b) GDPR.

We ask for information on occupation, net income in order to make a better decision as to whether you can afford the rental property.

Also, the request for proof of income is made to verify the information provided,

Art. 6 para. 1 lit. bf GDPR.

There is an interest in the information about the number, age or non-age with regard to those persons who - without becoming a tenant - wish to move into the apartment,

Art. 6 para. 1 lit. b) GDPR.

It is also important to provide details of pets, except small animals, in order to assess whether the local conditions are adequate for the expected use,

Art. 6 para. 1 lit. b) GDPR.

Voluntary information constitutes consent,

Art. 6 para. 1 lit. a) GDPR,

which you can revoke at any time for the future.

## credit check

We reserve the right to transmit the data required for the disclosure to "Verband der Vereine Creditreform e.V.", Federation of Credit Reform Associations, registered association, Hellersbergstraße 12, 41460 Neuss or SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden for the purpose of a credit check.

The credit check is only carried out if you have fulfilled all other criteria for a rental agreement and thus only shortly before a rental agreement is concluded,

Art. 6 para. 1 lit. f) GDPR.

Insofar as a rental agreement is not concluded with us, all data about you will be deleted after six months to avoid accusations of discrimination.

Also, after six months, the information on the Schufa query will be deleted. But we will leave a note on the Schufa query in the file - but without information whether the query was positive or negative.

Unless otherwise stated, any further transmission to recipients for the above mentioned purposes only occurs to

- companies belonging to the Akelius Group to facilitate the initiation, execution and termination of the lease,  
Art. 6 para. 1 lit. f) GDPR
- authorities, government regulators or other law enforcement authorities and courts, insofar as this is required or permitted by law or if this is enforced by a binding order,  
Art. 6 para. 1 lit. f) GDPR, Art. 6 para. 1 lit. c) GDPR or according to other legal provisions.

Your personal information will not be disclosed to others unless it is related to the purposes listed, without your prior notification and, if necessary, without your being given the opportunity to decide whether or not we are allowed disclose your personal information in this manner.

Unless otherwise stated, your personal data will only be stored for as long as it is necessary for the purpose or purposes for which it is being processed. Insofar as personal data is no longer necessary, it will be deleted and, in any case, it will be deleted as required by law.

You have the right to access, rectify, delete, restrict and transfer your personal data, subject to any restrictions under applicable law. You may object to the above-mentioned processing operations at any time, pursuant to Art. 6 para. 1 lit. f) GDPR.

Data controller within the meaning of the GDPR is Akelius GmbH.  
If you have any questions or complaints,  
you can also contact the data protection officer: [datenschutz@akelius.de](mailto:datenschutz@akelius.de)

If you think that your concern or complaint is not being handled appropriately,  
you have the right to file a complaint with the Berlin data protection  
supervisory authority.

Further information on data protection and the handling of your personal data  
can be found at [akelius.de/datenschutz](https://akelius.de/datenschutz).

_____ date, signature	_____ <b>first future contract partner</b>	_____ <b>second future contract partner</b>
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