



NON-STUDENTS

# APPLICATION FORM

**DEAR PROSPECTIVE TENANTS,**

we are pleased about the interest in one of our furnished apartments. We kindly ask you to fill in and sign the form with conscientiousness. Don't forget the Schufa notice! The following documents must be attached to the application form

- 1 full copy of identity card / passport
- 2 salary statement / income statements of the last three months of the guarantor (in the case of self-employment, an income tax return or a current business analysis (BWA) is required)

LOCATION

RENTAL FROM (DATE)

**PROSPECTIVE TENANT**

LAST NAME

IDENTITY CARD NUMBER

FIRST NAME

MOBILE PHONE NUMBER

NATIONALITY

EMAIL ADDRESS

DATE OF BIRTH

JOB

ADDRESS

VEHICLE SPOT REQUIRED?

POSTCODE

LICENCE PLATE

CITY

CONTACT DETAILS OF CURRENT LANDLORD

STATE

COUNTRY

The prospective tenant assures that the information above is true, that they live in orderly financial circumstances and that no affidavit has been given about their financial circumstances.

\_\_\_\_\_  
SIGNATURE PROSPECTIVE TENANT

With my signature I further confirm that I have read the SCHUFA notice and that the SCHUFA information sheet has been handed over to me.

\_\_\_\_\_  
SIGNATURE PROSPECTIVE TENANT

**DECLARATION OF CONSENT: NEWSLETTER**

**PURPOSE OF CONSENT**

With your order you confirm that you would like to receive a newsletter at the email address you provided and that you are the same person signing or returning this sheet. The legal basis for this is your consent in accordance with Art. 6 Paragraph 1 a) and 7 EU GDPR and Section 7 II No. 3 UWG. For verification, you will receive a separate email with which you must confirm your newsletter order. You will not receive a newsletter without this confirmation.

**REVOCACTION**

You can exercise your right of withdrawal at any time without giving reasons. As a result, your consent will expire with future effect. Please send your revocation only by email to: unsubscribe@upartments.de

\_\_\_\_\_  
LOCATION

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE PROSPECTIVE TENANT

# DATA-PROTECTION INFORMATION

As a responsible company, the protection of your personal data is important to us. Therefore we would like to inform you about the use of your data (Art. 13 EU General Data Protection Regulation).

## 1. NAME AND ADDRESS OF THE RESPONSIBLE BODIES

Responsible within the meaning of GDPR, the BDSG nF and other data protection laws applicable in the member states of the European Union and other provisions of a data protection nature is:

UPARTMENTS Real Estate GmbH  
Augustusplatz 9  
04109 Leipzig

Phone: +49 (0)69 / 2 47 47 24 - 00  
Email: [info@upartments.de](mailto:info@upartments.de)  
Website: <https://www.upartments-real-estate.com>

## 2. NAME AND ADDRESS OF THE DATA PROTECTION OFFICER

You can reach our data protection officer as follows:

Richard Laqua  
eyeDsec Information Security GmbH  
Friedrichstr. 25  
95444 Bayreuth, Germany

Email: [r.laqua@eyedsec.de](mailto:r.laqua@eyedsec.de)  
Phone: +49 (0) 921 / 23 05 99 35  
Fax: +49 (0) 921 / 23 05 99 37

Any person concerned can contact our data protection officer with questions regarding data protection.

## 3. PURPOSES OF PROCESSING

With this application form we are pursuing two separate goals, which we would like to set out below:

### 3.1 CREDIT ASSESSMENT BY SCHUFA

As part of the credit assessment of potential tenants, data is sent via Schufa's portal on the basis of a contract with Schufa. This transmission serves the purpose of reporting behaviour that is not in accordance with the contract. The collected data will be processed according to the Schufa Privacy Policy starting on page 6.

Data collected:

- last name/first name
- date of birth
- street/house number/postcode/city
- gender

### 3.2 CONTRACT INITIATION AND PERFORMANCE (ARTICLE .6 ABS. 1 LIT. B EU GENERAL DATA PROTECTION REGULATION)

As a prospective tenant, use the prospect sheet on our website to make a rental request. The recorded data is stored in a system and processed by an employee. This data is used to initiate, negotiate and conclude rental contracts. The data we collect is passed on to the affiliated company CRM Students Ltd., based in Great Britain, for the purpose of data management. To ensure the level of data protection we set up a contract with CRM Students Ltd. for processing orders (Art. 28 EU General Data Protection Regulation) in which corresponding security measures were defined.

Data collected:

- last name/ first name
- nationality
- date of birth
- street/house number/postcode/city
- country
- identity card number
- mobile phone number
- email
- job / study subject
- salary statements
- Business management evaluations/ income tax return
- contract of employment

## 4. DEADLINES FOR DELETION

We will retain the data we collect for a period of 3 months in paper form and 6 months in digital form if a rental agreement is not concluded and then delete it.

## 5. RIGHTS OF THE PERSON AFFECTED

You as the person affected are entitled to the following rights:

- Right to information: On request, we will inform you about the processing of your data.
- Correction, restriction, deletion: At your request, we will correct your data, restrict its use or delete it if necessary.
- In addition, you have the possibility to address the supervisory authority directly.

For UPARTMENTS Real Estate GmbH this is the Saxon data protection officer <https://www.saechsdsb.de>

# SCHUFA INFORMATION

## 1. NAME AND CONTACT INFORMATION OF THE RESPONSIBLE BODY AND THE OPERATIONAL DATA PROTECTION OFFICER

SCHUFA Holding AG  
Kormoranweg 5  
65201 Wiesbaden  
Phone: +49 (0) 6 11 / 92 78 0

The operational data protection officer of SCHUFA is available at the above Address, to the data protection department or by email at [datenschutz@schufa.de](mailto:datenschutz@schufa.de).

## 2. DATA PROCESSING BY SCHUFA

**2.1** Purposes of data processing and legitimate interests pursued by SCHUFA or a third party SCHUFA processes personal data in order to provide authorized recipients with information to assess the creditworthiness of natural and legal persons. For this purpose, score values are also calculated and transmitted. The information will only be made available in individual cases if a legitimate interest in it has been convincingly demonstrated and processing is permissible after weighing up all interests. The legitimate interest exists in particular before entering into transactions with a financial risk of default. The creditworthiness check serves to protect the recipient from losses in the lending business and at the same time opens up the possibility of protecting borrowers from excessive debt through advice. The data is also processed for fraud prevention, seriousness checks, money laundering prevention, identity and age checks, address determination, customer care or risk management as well as tariffing or conditioning. SCHUFA will inform you about any changes in the purposes of data processing in accordance with Art. 14 Para. 4 GDPR.

### 2.2 Legal basis for data processing

SCHUFA processes personal data based on the provisions of the General Data Protection Regulation. The processing takes place on the basis of consent and on the basis of Art. 6 Para. 1 Letter f GDPR, insofar as processing is necessary to safeguard the legitimate interests of the person responsible or a third party. Here, the interests or fundamental rights and freedoms of the data subject – a person who requires the protection of personal data – predominates. Consent can be withdrawn from the contract partner concerned at any time. This also applies to consent that was given before the GDPR came into force. The revocation of consent does not affect the legality of the personal data processed until the revocation.

### 2.3 Origin of the data

SCHUFA receives its data from its contractual partners. These are institutes, financial companies and payment service providers based in the European economic area and in Switzerland and possibly other third countries (if a corresponding adequacy decision of the European Commission exists) that bear a financial default risk (e.g. banks, savings banks, cooperative banks, credit card-, factoring and leasing companies) as well as other contractual partners who use SCHUFA products for the purposes mentioned in section 2.1, in particular from the (mail order) trade, eCommerce, service, rental, energy supply, telecommunications, insurance or collection area. In addition, SCHUFA processes information from generally accessible sources such as public directories and official notices (debtor lists, insolvency notices).

### 2.4 Categories of personal data that are processed (personal data, payment behavior and contractual compliance)

- personal data, e.g. Name (possibly also previous names, which are available on separate request), first name, date of birth, place of birth, address, previous addresses

- Information about the commencement and execution of a transaction in accordance with the contract (e.g. current accounts, installment loans, credit cards, garnishment protection accounts, basic accounts)
- Information about undisputed, due and multiple reminders or titled claims and their settlement
- Information about abusive or other fraudulent behavior such as identity or credit fraud
- Information from public directories and official announcements
- Score values

**2.5** Categories of recipients of the personal data Recipients are contractual partners based in the European Economic Area, Switzerland and possibly other third countries (if there is a corresponding adequacy decision by the European Commission), section 2.3. Other recipients may be external SCHUFA contractors in accordance with Art. 28 GDPR and external and internal SCHUFA offices. SCHUFA is also subject to the statutory intervention powers of state agencies.

### 2.6 Duration of data storage

SCHUFA only stores information about people for a certain time. The main criterion for determining this time is the necessity. SCHUFA has set regular deadlines for checking whether further storage or the deletion of personal data is necessary. Thereafter, the basic duration of storage of personal data is three years after it has been completed. Deviating from this, the following information for example will be deleted:

- Information about requests after twelve months to the day
- Information about trouble-free contract data on accounts that are documented without the justified claim (e.g. current accounts, credit cards, telecommunications accounts or energy accounts), information about contracts for which the evidence check is required by law (e.g. garnishment protection bank accounts, basic bank accounts) as well as sureties and commercial bank accounts held in a credit-worthy manner immediately after the termination is announced.
- Data from the debtor registers of the central enforcement courts after three years to the day, but prematurely if the SCHUFA is proven to have been deleted by the central enforcement court.
- Information about consumer / insolvency proceedings or debt relief proceedings exactly three days after the end of the bankruptcy proceedings or the granting of the debt relief. In individual cases with special storage, an earlier deletion can also take place.
- Information about the rejection of an insolvency application due to lack of assets, the cancellation of security measures or the refusal of the exemption from residual debts to the day after three years
- Personal addresses are saved for three years to the day; after that, the necessity of continuous storage is checked for a further three years. After that, they will be deleted to the day, unless longer storage is required for identification purposes.

### 3. RIGHTS OF THE AFFECTED

Every data subject has the right to get access to information by SCHUFA in accordance with Art. 15 GDPR, the right to correction in accordance with Art. 16 GDPR, the right to deletion in accordance with Art. 17 GDPR and the right to restriction of processing with Art. 18 GDPR. SCHUFA has set up a private customer service center for concerns of affected persons. This can be done in writing to SCHUFA Holding AG, private customer service center, PO Box 10 34 41, 50474 Cologne, by phone via +49 (0) 6 11-92 78 0 and via the online form which is available at [www.schufa.de](http://www.schufa.de). In addition, there is the option of contacting the supervisory authority responsible for SCHUFA, the Hessian data protection officer. Consent can be withdrawn at any time from the contracting party concerned. According to Art. 21 Para. 1 GDPR, data processing can be objected to for reasons that arise from the particular situation of the data subject. The objection can be made form-free and should be addressed to SCHUFA Holding AG, Privatkunden ServiceCenter, Postfach 10 34 41, 50474 Köln.

### 4. PROFILE FORMATION (SCORING)

The SCHUFA information can be supplemented with so-called score values. In scoring, a forecast of future events is made on the basis of information gathered and past experience. At SCHUFA, all score values are calculated on the basis of information stored for a person concerned at SCHUFA, which is also shown in the information according to Art. 15 GDPR. In addition, SCHUFA takes into account the provisions of Section 31 BDSG when scoring. The entries stored for a person are used to assign statistical groups of people

who have had similar entries in the past. The method used is referred to as "logistic regression" and is a well-founded, long-established, mathematical-statistical method for forecasting risk probabilities. The following types of data are used at SCHUFA for the calculation of scores, whereby not every type of data is included in every individual score calculation: general data (e.g. date of birth, gender or number of addresses used in business transactions), previous payment problems, credit activity last year, credit use, length of credit history and address data (only if there is little personal credit-related information). Certain information is neither saved nor taken into account when calculating score values, e.g. information on citizenship or special categories of personal data such as ethnic origin or information on political or religious attitudes in accordance with Art. 9 GDPR. The assertion of rights under the GDPR, e.g. viewing the information stored by SCHUFA in accordance with Art. 15 GDPR has no influence on the score calculation.

The transmitted score values support the contractual partners in the decision-making process and are used for risk management. The risk assessment and assessment of creditworthiness is carried out solely by the direct business partner, since only the latter has a great deal of additional information - for example from a loan application. This applies even if they only rely on the information and score values provided by SCHUFA. In any case, a SCHUFA score alone is not a sufficient reason to reject a contract. Further information on credit rating scoring or the identification of conspicuous facts is available at [www.scoringwissen.de](http://www.scoringwissen.de).

## SCHUFA NOTE ON RENTAL AGREEMENTS

UPARTMENTS Real Estate GmbH, Augustusplatz 9 in 04109 Leipzig, for the purpose of checking the creditworthiness of the prospective tenant before the conclusion of the rental contract within the scope of this contractual relationship, collects personal data about the application for this tenancy as well as data about non-contractual or fraudulent behavior to SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden. The legal bases for these transfers are Article 6 paragraph 1 letter b and Article 6 paragraph 1 letter f of the General Data Protection Regulation (GDPR). Transmissions on the basis of Article 6 Paragraph 1 Letter f GDPR may only take place insofar as this is necessary to safeguard the legitimate interests of the lessor or third parties and not the interests or fundamental rights and freedoms of the data subject that protect personal data require, outweigh.

SCHUFA processes data and also uses it for the purpose of profile building (scoring), in order to provide its contractual

partners in the European Economic Area and in Switzerland as well as other third countries (if there is an adequacy decision by the European Commission), among other things, to assess the creditworthiness to natural persons. Further information on SCHUFA's activities can be found in the SCHUFA information sheet or viewed online at [www.schufa.de/datenschutz](http://www.schufa.de/datenschutz). With my signature, I confirm that I have read the SCHUFA notice and that the SCHUFA information sheet has been given to me.

In order to fulfill the duty of accountability resulting from Art. 5 Para. 2 GDPR regarding the information given and to prove the legitimate interest towards SCHUFA, the landlord keeps this document in case an inquiry is made to SCHUFA, for a period of 12 months. In the event of the contract being concluded, this document will be taken along with the contract documents and is then subject to the corresponding statutory retention requirements.