

# INFORMATION FORM FOR PROSPECTIVE TENANTS

## STUDENTS

Please complete this information form for prospective tenants in full. Please remember to sign the statement regarding the credit investigation company (Schufa).

The following documents have to be enclosed with the information form:

- 1 Original of the current certificate of enrolment
- 2 For new students: Certificate of admission to the university (can be handed in later)
- 3 Full copy of your identity card/passport and of a parent's identity card/passport
- 4 A parent's salary statement/remuneration statement
- 5 Confirmation of liability insurance

**Please select your location:**

Dratelnstraße 32 a-c

**Rented from:**

TENANT	THE PARTY ASSUMING THE LIABILITY
Name:	Name:
First name:	First name:
Nationality:	Nationality:
Date of birth:	Date of birth:

**Current address**

Street	
Postal code	
City	
Country/state	
ID card/passport no.	
Telephone/mobile phone:	
E-mail address:	
Faculty:	Occupation:
First term student: Yes <input type="checkbox"/> No <input type="checkbox"/> Current term:	
Have you lived at a student hall of residence before? If yes, where and for how long? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will you need a car parking space? Yes <input type="checkbox"/> No <input type="checkbox"/>	Car/vehicle registration:

Are there any attachments of wages or salary, assignments or repayment agreements currently in force?

Yes  No  If yes, for what amount?

Current landlord:

Address and telephone no.:

Monthly rent:

Has an action for eviction ever been enforced against you?

Yes  No  If yes, in which year?

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Furthermore, I allow the company listed below and authorised to furnish information to obtain a report from SCHUFA (a credit investigation company) containing information on me in accordance with the separate statement to this end. This statement is part of this voluntary disclosure of information and is provided separately in a signed form.

.....  
Prospective tenant

.....  
Mr/Ms (as the party assuming the liability)

# SCHUFA INFORMATION

## 1. Name and contact data of the responsible office and of the corporate data protection officer

SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden, tel.: +49 (0) 6 11-92 78 0;  
The SCHUFA corporate data protection officer is available at the above address, care of the Data Protection Department or via e-mail at [datenschutz@schufa.de](mailto:datenschutz@schufa.de).

## 2. SCHUFA data processing

### 2.1 Purposes of data processing and justified interests pursued by SCHUFA or a third party

SCHUFA processes personal data in order to provide authorised recipients with information to assess the credit status of natural and legal persons. To this end, score values are also calculated and transmitted. SCHUFA only provides such information provided a justified interest in such was credibly demonstrated in the specific case and processing is admissible under consideration of all interests. A justified interest is deemed to apply, in particular, before transactions involving a financial default risk are concluded. The credit assessment serves the purpose of protecting the recipient against losses in credit transactions and, at the same time, it also gives the borrower the opportunity to prevent excessive levels of debt through counselling. In addition, data are processed for the purpose of fraud prevention, credit assessment, the prevention of money laundering, identity and age verification, address identification, customer support or risk control or the establishment of rates or conditions. SCHUFA shall provide information on any amendments regarding the purposes of data processing in accordance with art. 14 section 4 DS-GVO.

### 2.2 Legal bases for data processing

SCHUFA processes personal data on the basis of the provisions of the General Data Protection Regulation. Processing is effected on the basis of approvals and of the principle of art. 6 section 1 letter f DS-GVO and in as far as processing is required for the preservation of the justified interests of the party responsible or a third party and does not outweigh the interests or fundamental rights and fundamental freedoms of the person concerned and requiring the protection of personal data. An approval can be revoked towards the contracting partner concerned at any time. This also applies to approvals already issued before DS-GVO took effect. The revocation of such approval does not affect the lawfulness of the personal data processed until revocation.

### 2.3 Origin of the data

SCHUFA receives its data from its contracting partners. These are institutes, financial companies and payment service providers with a financial default risk (e.g. banks, savings banks, cooperative banks, credit card, factoring and leasing companies) as well as further contracting partners using SCHUFA products for the purposes referred to under section 2.1, in particular, from the fields of (mail order) retail, e-commerce, services, letting, energy supply, telecommunications, insurance and debt collection and based within the European Economic Area and in Switzerland as well as, if applicable, in further third

countries (provided there is an adequacy decision of the EU Commission regarding these). In addition, SCHUFA processes information from generally accessible sources, such as public directories and public announcements (records of debtors and bankruptcy information).

#### **2.4 Categories of processed personal data (personal data, payment history and contract compliance)**

- Personal data, e.g. name (if applicable, previous names information on which is provided upon a separate application), first name, date of birth, place of birth, address, previous addresses
- Information on the conclusion and contractual execution of a transaction (e.g. current accounts, instalment loans, credit cards, accounts protected against attachment, basic accounts)
- Information on uncontested, outstanding debts regarding which several reminders have been issued or a title obtained as well as the settlement of such
- Information on abusive or other fraudulent behaviour as well as identity or credit assessment fraud
- Information from public lists and official announcements
- Scores

#### **2.5 Categories of recipients of personal data**

Recipients are contracting partners pursuant to section 2.3 based in the European Economic Area, Switzerland and, if applicable, in other third countries (provided there is an adequacy decision of the EU Commission regarding these). Further recipients can include external contractors of SCHUFA according to art. 28 DS-GVO as well as external and internal SCHUFA offices. Moreover, SCHUFA is subject to the statutory powers of intervention of government authorities.

#### **2.6 Term of data storage**

SCHUFA only saves information on persons for a certain period of time. The aspect of necessity is the decisive criteria for the determination of this period. SCHUFA has determined time limits for the review of the necessity of further storage or the deletion of personal data. According to this, the fundamental storage period of personal data is exactly three years after the date of their execution in each case. In deviation from this, deletion is, e.g., effected as follows:

- Information on inquiries exactly twelve months after the day
- Information on failure-free contract data regarding accounts which are documented without the demand established with it (e.g. current accounts, credit cards, telecommunications accounts or energy accounts), information on contracts regarding which evidential tests are required by law (e.g. accounts protected against attachment, basic accounts) as well as guarantees and trading accounts kept on a credit basis immediately after the announcement of the termination.
- Data from the lists of debtors of the central enforcement courts exactly three years after the original day; however, earlier if evidence of a deletion by the central enforcement court is provided to SCHUFA.
- Information on consumer/insolvency proceedings or residual debt discharge proceedings exactly three years after the date on which the insolvency proceedings were terminated or a residual debt discharge was granted. In special cases, an earlier deletion is possible in deviation from this.

- Information on the rejection of an insolvency petition on grounds of lack of assets, the cancellation of the attachment measures or regarding the refusal of a residual debt discharge exactly after three years following the original date.
- Previous personal addresses are saved for a period of exactly three years after the day; after that, the necessity of continuous storage for a further three years is examined. Then they are deleted on the exact date unless a longer storage period is required for the purpose of identification.

### **3. Rights of the persons concerned**

Every person concerned is entitled to information from SCHUFA according to art. 15 DS-GVO, the correction of data according to art. 16 DS-GVO, the right to deletion according to art. 17 DS-GVO and the right to restrict processing according to art. 18 DS-GVO. SCHUFA has set up a private customer service centre for concerns of persons concerned. This customer centre can be contacted by writing to SCHUFA Holding AG, Privatkunden ServiceCenter, Postfach 10 34 41, 50474 Cologne or via phone at +49 (0) 6 11-97 78 0 and via an internet form ([www.schufa.de](http://www.schufa.de)). In addition, the supervisory authority in charge of SCHUFA, the Hessian data protection officer, can be contacted. Approvals can be revoked at any time towards the respective contracting partner.

*According to art. 21 section 1 DS-GVO data processing can be objected to for reasons resulting from the special situation of the person concerned. An objection can be submitted without formal requirements and should be addressed to: SCHUFA Holding AG, Privatkunden ServiceCenter, Postfach 10 34 41, 50474 Cologne.*

### **4. Profile building (scoring)**

The SCHUFA information can be supplemented with so-called scores. In scoring, a forecast of future events is prepared on the basis of information and experience collected from the past. At SCHUFA, all scores are collected on the basis of the information saved at SCHUFA regarding the person concerned, which are also shown in the information according to art. 15 DS-GVO, in principle. In addition, SCHUFA observes the provisions of art. 31 BDSG in scoring. With the help of the entries saved regarding a given person, that person is assigned to statistical groups of persons with similar entries in the past. The procedure used is referred to as a “logical regression” and constitutes a well-founded, tried-and-tested, mathematical and statistical method for forecasting risk likelihoods.

The following data types are used for calculating scores at SCHUFA, even though not every type of data is considered for every individual score calculation: General data (e.g. birth date, sex or number of addresses used in business transactions), payment defaults so far, credit activity during the past year, use of credit, length of credit history as well as address data (only if there are few personal credit-relevant data). Certain information is neither saved nor considered in the calculation of score values, e.g.: information on nationality or certain categories of personal data, such as ethnicity or information on political or religious views according to art. 9 DS-GVO. Moreover, the assertion of rights according to DS-GVO, i.e. the inspection of information saved at SCHUFA according to art. 15 DS-GVO does not have any impact on the calculation of the score.

The scores transferred support the contracting partner in making a decision and are considered in risk management. The risk estimate and credit assessment are made by the direct business partner alone since only this party has sufficient reliable data – for example from a loan application. This even applies if said contracting partner exclusively relies on information and scores provided by SCHUFA. In any case, a SCHUFA score alone does not constitute sufficient reason for refusing a contract.

Further information on the credit scoring method or the identification of conspicuous modes of behaviour are available from [www.scoring-wissen.de](http://www.scoring-wissen.de).

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## SCHUFA NOTICE REGARDING RENTAL APPLICATIONS

For the purpose of credit assessments of the prospective tenant before the conclusion of the tenancy contract, the UPARTMENTS Real Estate GmbH, Augustusplatz 9 in 04109 Leipzig submits personal data regarding the rental application submitted in the framework of this contractual relationship as well as data on non-contractual or fraudulent conduct to SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden.

Article 6 section 1 letter b and article 6 section 1 letter f of the German General Data Protection Regulation (DS-GVO) constitute the legal bases of these transfers. Transfers based on article 6 section 1 letter f DS-GVO may only be effected in as far as this is required to maintain the justified interests of the landlord\* or third parties and provided the interests or fundamental rights and fundamental freedoms of the person concerned and requiring the protection of personal data do not outweigh these.

SCHUFA processes data and also uses such for the purpose of profile building (scoring) in order to provide its contractual partners within the European Economic Area and in Switzerland as well as, if applicable, further third countries (provided there is an adequacy decision of the EU Commission regarding these) with information, e.g., in order to assess the credit rating of natural persons. More detailed information on the work of SCHUFA is provided in the SCHUFA information leaflet or online at <https://www.schufa.de/en/> and <https://www.schufa.de/en/data-privacy/>.

Name and address of the prospective tenant and, if applicable, prospective co-tenant / spouse

.....  
.....

**By signing this document, I confirm that I have taken regard of this SCHUFA notice and that the SCHUFA information leaflet was provided to me.**

.....  
Signature of prospective tenant

.....  
Signature of prospective co-tenant/spouse

To fulfill the documentation requirement regarding the provision of information under art. 5 section 2 DS-GVO and to prove a justified interest to SCHUFA, the landlord will retain this document for a period of 12 months if an inquiry is submitted to SCHUFA. In the event that a contract is concluded, this document becomes part of the contract documents and is then subject to the corresponding legal retention requirements.

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