



## That's how simple living can be

### INQUIRY FORM FOR FURNISHED APARTMENTS

Thank you for your interest in our furnished apartments. Now you're on your way to your Easy-Living dream home: Please fill out the following pages completely and add all required documents.

We are gladly available for questions.

#### **Send your documents by post to:**

**Berlinovo Apartment GmbH**  
Hallesches Ufer 74-76  
10963 Berlin

#### **or via email:**

[easyliving@berlinovo.de](mailto:easyliving@berlinovo.de)

#### **Our Rental office**

Hallesches Ufer 74-76  
10963 Berlin

#### **Opening hours**

Mon: 9:00 am – 11:00 am and 1:00 pm – 6:00 pm  
Tue – Thu: 9:00 am – 11:00 am and 1:00 pm – 4:00 pm  
Fri: 9:00 am – 1:00 pm



## YOUR CHECKLIST FOR NECESSARY DOCUMENTS

For a complete apartment application, we require all listed documents.

### **Inquiry form**

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### **Personal data**

- » **Presentation of Identity Card**

You may also present this document at our lettings office or at a later date. The copy presented by you will be destroyed as soon as your identity has been verified. Please black out any details that are not needed in the document that you are sending to us. We only need to see the name, the address and the date of birth.

### **Studies**

- » Certificate of matriculation
- » Scholarship-proof (if available)
- » Internship contract (if available)

### **Surety**

- » Surety form
- » **Presentation of Identity Card guarantor**  
You may also present this document at our lettings office or at a later date. The copy presented by you will be destroyed as soon as your identity has been verified. Please black out any details that are not needed in the document that you are sending to us. We only need to see the name, the address and the date of birth.
- » proof of last salary guarantor

## Inquiry form

### YOUR FURNISHED APARTMENT

Which furnished apartment sample would you like to apply for? Just mark your favorite in column „F“. Because we receive many apartment applications, we unfortunately can't guarantee, that your favorite is actually available. Please also mark the alternatives for which you would like to like to apply for in column „A“ (multiple selections possible).

#### Single-Apartments

F	A	
<input type="radio"/>	<input type="radio"/>	<b>Dröpkeweg 2-12 in Berlin-Neukölln (Süd)</b> Apartment with an open-plan kitchen and balcony for 1 person Berlin's south
<input type="radio"/>	<input type="radio"/>	<b>Dröpkeweg 13/15 in Berlin-Neukölln</b> Apartment with loggia and view of the verdant surroundings for 1 person in Berlin's south.
<input type="radio"/>	<input type="radio"/>	<b>Ringslebenstraße 2 in Berlin-Neukölln</b> Apartment with separate kitchen for 1 person in the south of Berlin.
<input type="radio"/>	<input type="radio"/>	<b>Buckower Damm 91/93 in Berlin-Neuköll</b> Apartment with balcony and open-plan kitchen for 1 person in the south of Berlin.
<input type="radio"/>	<input type="radio"/>	<b>Buckower Damm 109-137 in Berlin-Neuköll</b> Apartment with balcony and open-plan kitchen for 1 person in the south of Berlin.

F	A	
<input type="radio"/>	<input type="radio"/>	<b>Kulbeweg 23-32 in Berlin-Spandau</b> Apartment with balcony and open-plan kitchen for 1 person in the west of Berlin.
<input type="radio"/>	<input type="radio"/>	<b>Rhinstraße 157, 161/163 in Berlin-Lichtenberg</b> Apartment with an open-plan kitchen for 1 Person in Berlin's east..

### OPTIONS FOR YOUR APPLICATION

Move-in date

Household-items includes: Pots, tableware, TV, and much more

Without Household items  Yes, I would like without the household-items package.



Please fill out and return!

## PERSONAL DATA

### Your personal data

\* Surname

\* First name

\* Birth date

### Your current notification address

\* Street, No.

Other address information

\* Postal code, city

\* Country

### Your contact data

Telephone (private)

Telephone (work)

Telefax

Email

### Guarantor Data

Surname

First name

Telephone

Street, No.

Postal code, city

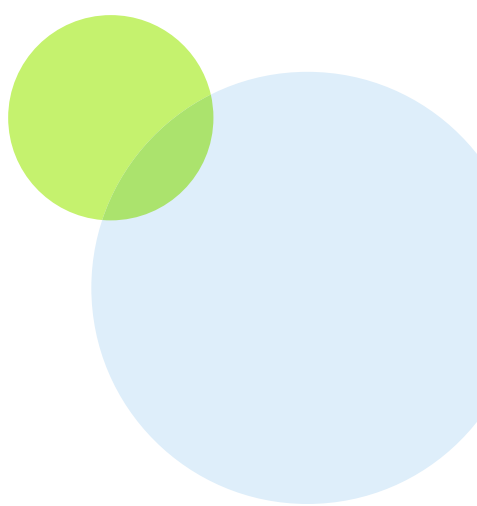
\* Mandatory Field



Please fill out and return!

Your message \_\_\_\_\_  
\_\_\_\_\_

- Where did you hear about EasyLiving?
- Own searches on the Internet
  - Recommendation by university
  - Recommendation by company
  - Private advertising/poster
  - Friends/acquaintances
  - Trade fair
  - I've been a tenant before
  - Other



### Privacy Policy:

With respect to the registration of your personal information, such as name, address, telephone number or e-mail addresses, we'd like to inform you, that this information is used only to process your request. Further processing of your personal data will not occur, nor will your information be passed to third parties. Processing of your request is not possible without entering the data.

We run a credit check in order to ensure that we do not let to tenants who are unable or unwilling to pay, to secure the rent due to us and to be able to continue to guarantee reasonable rents. Please note our information sheet about handling of personal data and the information sheet of Creditreform. As attachment you find both information sheets.

- Credit Check / Ranking  Berlinovo Apartment GmbH will obtain about me a credit report from Creditreform. I have received the Creditreform information sheet, which I have read and understood.
- I will provide credit rating information by myself.
- Privacy Policy  I have read the Privacy Policy and the information sheet and accept it and I hereby assure that the above details are accurate.

Place, date \_\_\_\_\_

**X** Signature \_\_\_\_\_

# Selbstschuldnerische Bürgschaft

Nachname

Vorname

Straße, Hausnummer

PLZ, Stadt

verbürgt sich gegenüber der Berlinovo Apartment GmbH (Eigentümer/ Vermieter) für sämtliche Zahlungsansprüche, wie der monatlichen Miete, der Nebenleistungen und Zinsen, einer Nutzungsentschädigung, etwaiger Schadensersatzansprüche, beispielsweise wegen nicht ausgeführter Schönheitsreparaturen usw. unter Verzicht auf die Einrede der Anfechtbarkeit sowie der Vorausklage (§§ 770 Abs. I, 771 BGB) aus dem mit

Nachname

Vorname

abzuschließenden Mietvertrag über die im Hause

Anschrift Apartment

gelegene Wohnung als Selbstschuldner.

Eine Befreiung durch Hinterlegung ist ausgeschlossen.

Die Bürgschaft wird freiwillig und ohne Aufforderung des Vermieters abgegeben, um den Mietvertragsabschluss zu ermöglichen und erlischt erst, wenn nach Beendigung des genannten Mietvertrages sämtliche Zahlungsansprüche des Vermieters befriedigt sind.

Der/die Bürge/Bürgen wird/werden dem Vermieter jede eigene Adressänderung mitteilen.

Ort, Datum



Unterschrift des Bürgen

Der Vermieter verpflichtet sich, die Angaben des/der Bürgen streng vertraulich zu behandeln. Die erhobenen Daten werden ausschließlich zur Abwicklung des Bürgschaftsverhältnisses erhoben und verarbeitet. Eine weitere Verarbeitung der personenbezogenen Daten des/der Bürgen erfolgt nicht. Ebenso werden die Daten nicht an Dritte weitergegeben. Ausgefüllte Fragebögen werden bei Nichtzustandekommen der Übernahme einer selbstschuldnerischen Bürgschaft vernichtet. Bitte beachten Sie auch unser Informationsblatt zum Umgang mit personenbezogenen Daten und das Informationsblatt der Creditreform.

Ich / wir versichere / versichern, die vorstehenden Angaben wahrheitsgemäß gemacht zu haben. Ich / wir erkläre / erkläre, die vorstehenden Datenschutzerläuterungen und das Informationsblatt gelesen und verstanden zu haben.

Die Berlinovo Apartment GmbH wird eine Bonitätsauskunft bei der Creditreform über mich einholen. Mir wurde das Informationsblatt der Creditreform ausgehändigt, ich habe es gelesen und verstanden. Es werden dabei nur Informationen aus öffentlichen Schuldner- und Insolvenzverzeichnissen und sonstige Daten über negatives Zahlungsverhalten, bei denen die dem jeweiligen Eintrag zugrunde liegende Forderung noch offen ist oder die Erledigung nicht länger als ein Jahr zurückliegt und eine Bagatellgrenze von insgesamt 1.500 € überschritten wird, an den Vermieter übermittelt.

#### alternativ

Ich lege eine selbst eingeholte Bonitätsauskunft bei

Ort, Datum



Unterschrift des Bürgen

#### Nur vom Vermieter auszufüllen:

Der/die Personalausweis/e des/r Bürgen haben im Original vorgelegen. Ein Datenabgleich zwecks Nachweises der Identifizierung ist erfolgt.

Ja

Nein

#### Anlagen:

Nur für den Fall, dass Sie nicht persönlich vorsprechen und Ihren Personalausweis zur Kontrolle vorlegen können:

Damit wir Sie eindeutig identifizieren können falls Sie nicht persönlich vorsprechen können, bitten wir Sie, eine Kopie Ihres Ausweisdokumentes beizulegen. Bitte schwärzen Sie alle nicht erforderlichen Angaben außer: Name, Vorname, Geburtsdatum, Anschrift, Unterschrift, Gültigkeit des Ausweises und kennzeichnen Sie diese als Kopie. Diese Kopie wird sofort nach der Abgleichung mit Ihren angegebenen Daten vernichtet. Es erfolgt keine automatisierte Speicherung der Pass-/Ausweisdaten.

Bitte fügen Sie einen aussagekräftigen Einkommensnachweis (z.B. die letzten 3 Gehaltsnachweise, Rentennachweis, Übernahmemeerkklärung des Jobcenters) in Kopie bei und schwärzen Sie bitte nicht erforderliche Angaben. Erkennbar sollten sein: Name, Anschrift, Firma, Höhe des Nettogehaltes, Eintrittsdatum, Austrittsdatum (in der Regel unausgefüllt) befristetes/unbefristetes Arbeitsverhältnis, ggf. Pfändungen, Monat, Jahr

## **Text module for integration into the GTC for Boniversum clients**

### **Information on data protection under the EU GDPR**

Our company regularly checks customers for creditworthiness whenever contracts are concluded; if there is a legitimate interest, we also check existing customers. We therefore collaborate with Creditreform Boniversum GmbH – address: Hellersbergstrasse 11, 41460 Neuss, Germany – which provides us with the relevant data. Acting on behalf of Creditreform Boniversum, we hereby wish to provide you with the following information under the EU GDPR article 14, by way of anticipation:

Creditreform Boniversum GmbH is a consumer credit agency. It runs a database storing credit information about private individuals.

On this basis, Creditreform Boniversum provides its clients with information on the creditworthiness of their customers. Clients include, for instance, banks, leasing companies, insurance companies, telecommunications companies, receivables management companies, as well as shipping, wholesale and retail companies and other companies supplying goods and services. Acting within the parameters of the law, some of the data in the creditworthiness database are also supplied to other corporate databases, including databases for address trading purposes.

The database of Creditreform Boniversum stores primarily names, addresses, dates of birth, email addresses (if applicable), payment histories and ownership structures. The purpose of processing data stored in this way is to provide information about individuals on whom creditworthiness information is requested. The legal basis for such processing is EU GDPR article 6 (1f). Under this provision, information about such data may only be provided if a client can prove convincingly that he or she has a legitimate interest in obtaining the information. If data are sent to non-EU countries, this is done on the basis of so-called “standard contractual clauses”, which you can view under the following link:

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32001D0497&from=en> You can

also request this information to be sent to you.

Data are stored for as long as knowledge of those data is required to realise the purpose of storage. Such knowledge is usually required for an initial storage period of three years. After the expiry of this period, a review is conducted whether storage continues to be necessary; otherwise the data are deleted on the precise expiry date. If the facts of a matter cease to be relevant, the data are erased on the precise date three years after cessation. Entries in the debtors' list are deleted on the precise date three years after an official order for entry was presented, in compliance with the German Code of Civil Procedure (ZPO), section 882e.

The following are examples of legitimate interests within the meaning of the EU GDPR article 6 (1f): loan decisions, initiation of business, ownership structures, receivables, creditworthiness checks, insurance agreements, enforcement information.

You have a right to obtain information about the data stored by Creditreform Boniversum GmbH about yourself as a person. If those data are incorrect, you are entitled to rectification or erasure. If it is not possible to determine immediately whether the data are correct or incorrect, you are entitled to the blocking of the relevant data until your entitlement has been clarified. If your data are incomplete, you can demand their completion.

If you have given your consent for the processing of data stored by Creditreform Boniversum, you may revoke this consent at any time. Your

revocation will not impact the legitimacy of any processing of your data that may have taken place on the basis of your consent prior to revocation.

If you have any objections, requests or complaints concerning data protection, you may contact the Data Protection Officer of Creditreform Boniversum at any time. He or she will assist speedily and confidentially on all issues of data protection. Alternatively, you can lodge a complaint about Boniversum's data processing with the State Data Protection Officer (*Landesbeauftragte für Datenschutz*) of the German federal state that is relevant to you.

Data stored about you by Creditreform Boniversum come from publicly accessible sources as well as from debt collection companies and their clients.

To determine your creditworthiness, Creditreform Boniversum assigns a score to your data. The data underlying this score include your age, gender, address details and some of your payment experience data. The various data form part of the score calculations with different weights. Creditreform Boniversum clients use such scores to help them reach decisions about granting loans.

**Right to object:**

The processing of data stored by Creditreform Boniversum takes place on compelling legitimate grounds for the protection of creditors and loans, where processing regularly overrides their interests, rights and freedoms or where it serves the establishment, exercise or defence of legal claims. You can only object to Creditreform Boniversum about the processing of your data if you have grounds relating to your particular situation and if you can substantiate those reasons. If such special reasons are verifiably available, your data will cease to be processed there. If you object to the processing of your data for advertising and marketing purposes, then your data will no longer be processed for those purposes.

The entity with responsibility under the EU GDPR article 4 (7) is Creditreform Boniversum GmbH, Hellersbergstrasse 11, 41460 Neuss, Germany. Your contact point within our company is the Consumer Service, phone: +49 (0) 2131 36845560, fax: +49 (0) 2131 36845570, email: [selbstauskunft@boniversum.de](mailto:selbstauskunft@boniversum.de).

The competent Data Protection Officer has the following contact details: Creditreform Boniversum GmbH, Data Protection Officer, Hellersbergstrasse 11, 41460 Neuss, Germany.

Email: [datenschutz@boniversum.de](mailto:datenschutz@boniversum.de).



# Information on the Collection and Processing of your personal data

Care and transparency is the basis for a trusting cooperation with our customers. We therefore inform you about how we process your data and how you can exercise your rights under the General Data Protection Regulation (GDPR). Which personal data we process for what purpose depends on the respective contractual relationship.

## 1 Who is responsible for the processing?

The controller is:

Berlinovo Apartment GmbH  
Hallesches Ufer 74 – 76 · 10963 Berlin  
[apartment@berlinovo.de](mailto:apartment@berlinovo.de)  
[www.berlinovo.de](http://www.berlinovo.de)  
Geschäftsführung: Silke Andresen-Kienz

## 2 How can I contact the data protection officer?

You can reach our data protection officer (DPO) as follows:

[datenschutz@berlinovo.de](mailto:datenschutz@berlinovo.de)

## 3 Which personal data do we use?

If you have an enquiry, have us prepare an offer or conclude a contract with us, we will process your personal data. In addition, we process your personal data, among other things, to fulfil legal obligations, to protect a legitimate interest or on the basis of a consent given by you.

Depending on the legal basis, the categories of personal data are as follows:

- Name, Surname
- Address
- Communication Data (telephone, e-mail-address)
- Date of birth
- Nationality
- Contract master data, especially contract number, duration, period of notice, type of contract
- Invoice data / turnover data
- creditworthiness data
- Payment data / account data

In the course of contract initiation, we also use data provided to us by third parties. Depending on the type of contract, the following categories of personal data are involved:

- Information on creditworthiness (via a credit agency)

## 4 From which sources does the data come?

We process personal data that we receive from our customers, service providers and our suppliers.

and

We also obtain your data from the following sources:

- Credit agency: Creditreform
- Publicly accessible sources: commercial or association registers, debtor registers, land registers
- Other Group companies

## 5 For what purposes do we process your data and on what legal basis?

We process your personal data in particular in compliance with the General Data Protection Regulation (GDPR) and the German Federal Data Protection Act (BDSG) as well as all other relevant laws.

### 5.1 Data processing on the basis of a consent given by you (Art. 6 para. 1 lit. a GDPR)

If you have given us your voluntary consent to the collection, processing or transfer of certain personal data, then this consent forms the legal basis for the processing of this data.

In the following cases, we process your personal data on the basis of your consent:

- Sending an e-mail newsletter

### 5.2 For the performance of a contract (Art. 6 para. 1 lit. b GDPR)

Lease contract  
Property management

### 5.3 To fulfil legal obligations (Art. 6 para. 1 lit. c GDPR) or in the public interest (Art. 6 para. 1 lit. e GDPR)

As a company, we are subject to various legal obligations. The processing of personal data may be necessary to fulfil these obligations.

- Control and reporting obligations
- Creditworthiness, age and identity checks
- Prevention of criminal acts

#### **5.4 On the basis of a legitimate interest of the controller (Art. 6 para. 1 lit. f GDPR)**

In certain cases, we process your data to protect our legitimate interests or that of third parties:

- Measures for building and plant safety
- Consultation and data exchange with credit agencies
- To determine creditworthiness and default risks
- Ensuring IT security and operation
- Repair and maintenance measures

## **6 To whom will your data be passed on?**

In order to fulfil our contractual and legal obligations, we will pass on your data to different public and internal places, as well as external service providers.

#### Companies within the Group:

Berlinovo Apartment GmbH  
 Hallesches Ufer 74 – 76 · 10963 Berlin  
[apartment@berlinovo.de](mailto:apartment@berlinovo.de)  
[www.berlinovo.de](http://www.berlinovo.de)  
 Geschäftsführung: Silke Andresen-Kienz

#### External Service Providers:

- IT service providers (e.g. maintenance service providers, hosting service providers)
- Service provider for file and data destruction
- Printing services
- Telecommunications
- Payment service providers
- Consulting
- Service Provider for Marketing or Sales
- Credit agencies
- Authorized dealers
- Service provider for telephone support (Call-Center)
- Web hosting service provider
- Letter shops
- Auditors and accountants
- Caretaker service
- tradespeople

#### Public bodies and authorities:

Furthermore, we may also be obliged to transfer your data to other recipients, such as public authorities to fulfil legal notification obligations.

- Tax authority
- Customs
- Social insurance agency
- Job centre
- District authorities
- Housing offices

## 7 Will your data be transferred to countries outside the European Union (so-called third countries)?

We do not and do not intend to transfer your personal data to Countries outside the European Union (and the European Economic Area "EEA").

## 8 For how long do we store your data?

We store your personal data for as long as necessary to fulfil legal and contractual obligations.

If the storage of your data is no longer necessary to fulfil the legal or contractual obligations, we will delete your data unless the transfer is necessary for one of the following purposes:

- Fulfilment of commercial and tax storage obligations, 6 or 10 years. § 257 HGB, § 147 AO
- Preservation of evidence within the framework of the statutory limitation provisions. According to the statute of limitations of the German Civil Code (BGB), these statutes of limitations can in some cases be up to 30 years, the regular statute of limitations is three years
  - Preservation of evidence according to AGG: 6 months
  - Storage obligation according to § 8 GwG: 5 years

## 9 What rights do you have in connection with the processing of your data?

Every data subject has the right of access under Article 15 GDPR, the right to rectification under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR. The restrictions according to §§ 34 and 35 BDSG apply to the right of access and the right of erasure.

## 9.1 Right to object

You can object to the use of your data for advertising purposes at any time without incurring any costs other than the transmission costs according to the basic rates.

- **What right do you have in the event of data processing for legitimate or public interest?**

Pursuant to Art. 21 para. 1 GDPR, you have the right to object at any time to the processing of personal data concerning you on the basis of Art. 6 para.1 lit. e GDPR (data processing in the public interest) or Article 6 para.1 lit. f GDPR (data processing to protect a legitimate interest), this also applies to profiling based on this provision.

In the event of your objection, we will no longer process your personal data unless we can prove compelling grounds for processing that outweigh your interests, rights and freedoms, or the processing serves to assert, exercise or defend legal claims.

- **What right do you have in the event of data processing for direct marketing?**

If we process your personal data for direct marketing purposes, you have the right pursuant to Art. 21 para. 2 GDPR to object at any time to the processing of personal data concerning you for the purpose of such advertising, this also applies to profiling insofar as it is associated with such direct marketing.

In the event of your objection to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

## 9.2 Revocation of consent

You can revoke your consent to the processing of your personal data at any time. Please note that the revocation is only valid for the future.

## 9.3 Right to information

You may request information as to whether we have stored personal data about you. If you wish, we will inform you of the data concerned, the purposes for which the data is processed, to whom this data is disclosed, how long the data is stored and what further rights you are entitled to with regard to this data.

## 9.4 Further rights

In addition, you have the right to have your data corrected or deleted. If there is no reason for further storage, we will delete your data otherwise we will restrict processing. You may also request that we provide all personal information that you have provided to us in a structured, current and machine-readable format either to you or to a person or company of your choice.

In addition, there is a right to lodge a complaint to the responsible data protection supervisory authority (Art. 77 GDPR in conjunction with § 19 BDSG).

### **9.5 Assertion of your rights**

To exercise your rights, you can contact the controller or the data protection officer using the contact details provided. We will process your enquiries immediately and in accordance with legal requirements and inform you of the measures we have taken.

## **10 Is there an obligation to provide your personal data?**

In order to enter into a business relationship, you must provide us with the personal data that is necessary for the execution of the contractual relationship or that we are required to collect by law. If you do not provide us with this data, it is not possible for us to carry out and process the contractual relationship.

## **11 Does an automated individual decision-making or profiling take place?**

We do not apply automated individual decision-making.

## **12 Changes to this information**

If the purpose or manner of processing your personal data changes significantly, we will update this information in time and inform you about the changes.