

List of documents to be provided to us (if certain elements are missing at the time of our appointment, you have the possibility to send them to us afterwards)

- Copy of an identity document and valid residence permit

- - For the Swiss: identity document or passport
- - For foreigners:

o identity card or passporto if already obtained: residence permit in Switzerland (permit B, C, G or L)o if residence permit not yet obtained: please contact us

- If you are domiciled in Switzerland: copy of the certificate of residence issued by the control of the inhabitants of your municipality of residence
- If you are domiciled in Switzerland: original of the solvency certificate (to be requested from the Prosecution Office of your domicile), less than 3 months old and free of any proceedings
- Certificate of income
 - If you are an employee:
 - - copy of your last 3 pay slips (if new activity, please contact us)
 - - copy of your employment contract duly signed by the 2 parties
 - - certificate from your employer (based on the model below)
 - If you are retired:
 - - copy of your AHV pension certificate, and
 - - copy of your 2nd pillar pension certificate (or even the 3rd pillar), and
 - - copy of your last tax (≠ tax return)
 - If you are self-employed (including if you are an employee of your own company):
 - - copy of the extract from the Commercial Register of your company
 - - if individual reason: certificate of affiliation to the AHV as a self-employed person
 - - operating account and balance sheet attested by your trustee over the last 2 financial years
 - - your taxation (≠ declaration) of tax of natural person over the last 2 financial years
 - If you are a student:
 - - an attestation of studies from your school
 - - a complete file according to the above for your guarantor that we want

Meet with you

- Copy of your liability (civil liability) and "household" insurance policy