

# German Rental Application Toolkit

Templates you can reuse for most German rental applications-bilingual (EN/DE), privacy-safe, and landlord-ready.

## How to use this toolkit (2 minutes)

1) Fill the Mieterselbstauskunft (German or English). 2) Combine documents into one PDF named 'Application\_Firstname\_Lastname.pdf'. 3) Send the cover email and attach your pack. 4) After viewings, send the follow-up template within 1-2 hours.

### 1) Mieterselbstauskunft

- German template
- English template
- Privacy tips

### 2) Cover Emails

- First inquiry (short)
- Standard application
- After-viewing follow-up

### 3) Document Checklist

- Must-have documents
- Nice-to-have extras
- Special cases (students, self-employed)

Important privacy note: Share only what is necessary. Avoid sending full bank statements or sensitive IDs to unverifiable contacts. Proof of income through payslips for the last 3 months. Present an identity card or equivalent proof of identity during viewing. If you share an ID scan, watermark it (e.g., 'Only for rental application - [address] - [date]').

## Template 1: Mieterselbstauskunft (DE)

Fill in the fields below. Keep answers factual and consistent with your documents.

# Mieterselbstauskunft

( )Herr ( )Frau

Name, Vorname:

Geburtsdatum:

E-Mail-Adresse:

Familienstand (ledig, verheiratet):

derzeitige Anschrift (Straße, PLZ, Ort):

Telefon:

Mobil:

Gewünschter Einzugstermin:

Haustiere:

Name, Alter der weiteren Personen:

Anzahl Personen:

## Beruf & Einkommen

Beruf (Angestellt/Selbstständig/Student/etc.):

Arbeitgeber:

Nettoeinkommen, approx.:

Anschrift (Straße, PLZ, Ort):

Vertragsart (unbefristet/befristet):

Telefon:

## Mietverhältnis

Umzugsgrund (optional):

Aktueller Vermieter/Referenz  
(optional):

## Erklärungen

Ich bestätige, dass die gemachten Angaben nach bestem Wissen und Gewissen wahrheitsgemäß und vollständig sind. Ich bin damit einverstanden, dass meine Daten zum Zweck der Bearbeitung dieses Mietantrags verarbeitet werden.

Ort, Datum:

Unterschrift:

**Tip**

Attach this form + proof of income + creditworthiness proof in one combined PDF. Consistency matters more than over-explaining.

## Template 1: Tenant Self-Disclosure (EN)

This English version is useful if you need one for international landlords or for your own clarity. If possible, send the German version too.

# Tenant Self-Disclosure

( ) Sir ( ) Madam

Surname, First name:

Date of birth:

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E-Mail-Address:

Marital status (single, married):

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Current address (street, postal code, city):

Telephone:  
Mobile:

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Desired move-in date:

Pets:

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Name, Age (of other persons):

Number of people moving in:

## Employment & income

Employment status (Employee/Self-employed/  
Student/etc.):

Employer:

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Address (Street, Postal Code, City):

Net monthly income (approx.):

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Contract type (permanent/temporary):

Telephone:

## Rental history

Reason for moving (optional):

Current landlord/reference  
(optional):

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## Declaration

I confirm that the information provided is true and complete to the best of my knowledge and belief. I agree that my data may be processed for the purpose of evaluating this rental application.

Place, date:

Signature:

## Template 2: Cover Emails (DE + EN)

Use one of these templates depending on the situation. Keep it short, polite, and consistent with your documents.

### A) First inquiry (short) - German

Subject: Besichtigungstermin/Interesse an der Wohnung - [Address]

Guten Tag, [Name of landlord/agent],  
ich interessiere mich sehr für die Wohnung in [Address]. Ich arbeite als [Your Job] bei [Your Company] möchte ab [Move-in date] einziehen.  
Haushaltsgröße: [Number of people moving in]. Haustiere: [Pets: Ja/Nein].  
Gerne sende ich Ihnen meine Unterlagen (Bewerbermappe). Gibt es einen Besichtigungstermin?  
Freundliche Grüße,  
[Your Full name] | [Phone]

### B) Standard application (after viewing) - German

Subject: Bewerbung für die Wohnung - [Address] - [Full name]

Guten Tag, [Name of landlord/agent],  
vielen Dank für die Besichtigung. Wir würden die Wohnung sehr gerne anmieten und könnten ab [Move-in date] einziehen.  
Anbei sende ich Ihnen meine Bewerbermappe mit: Mieterselbstauskunft, Einkommensnachweise und Bonitätsnachweis.  
Falls Sie weitere Unterlagen benötigen, kann ich diese sofort nachreichen.  
Freundliche Grüße  
[Full name] | [Phone]

### C) English version (short)

Subject: Rental application - [Address] - [Full name]

Hello [Name of landlord/agent],  
Thank you for the viewing. I would like to apply for the apartment at [Address] and can move in from [Move-in date].  
Attached is my application pack (self-disclosure, proof of income, and creditworthiness).  
If you need anything else, I can provide it immediately.  
Kind regards,  
[Full name] | [Phone]

**Pro tip**

Subject lines matter. Include the address + your name so your message is easy to find in the landlord's inbox.

## Template 3: Document Checklist (Print & Use)

Tick what you have prepared. Combined documents into one PDF whenever possible.

### Must-have (most applications)

- Mieterselbstauskunft (filled and signed)
- Proof of income (last 3 payslips OR employment contract + recent bank proof if new job)
- Creditworthiness proof (SCHUFA or alternative)
- Copy of ID (optional - watermark recommended)
- Residence permit (if applicable) or proof of legal stay (for non-EU applicants)

### Nice-to-have (can improve trust)

- Landlord reference/confirmation of no rent arrears (if available)
- Short intro letter (1 paragraph about lifestyle and move-in date)
- Proof of savings (summary only; avoid detailed statements)
- Employer letter (for probation periods or recent job start)
- Guarantor letter (for students or low income cases)

### Special cases

- Students: enrollment certificate + guarantor (if needed)
- Self-employed: tax assessment notice + business bank statements summary + accountant letter (optional)
- New in Germany: employment contract + international credit reference (if available)
- Families: brief household summary + daycare/school schedule (optional)

### Safety check

Never pay 'reservation fees' or deposits before you have viewed the apartment and verified the landlord/agency.

### Notes:

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