CHECKLIST ‘Rental offer and tenant profile’

Are you wondering whether to let one or more rooms in your house or flat, and to whom? This checklist is designed to help you answer that question.

Question 1: What does the house or flat consist of?

☐ Detached house (owned)
☐ Detached house (rented)
☐ Owner-occupied flat (condominium ownership)
☐ Rented flat

Total number of rooms _____
Number of unused rooms _____
Garden, balcony _____

Question 2: Who currently lives in the house or flat?

Number of people _____
Age _____
Occupation _____
Languages _____
Pets _____

Question 3: What sort of room might be available?

Room (m²) _____

Furnishings ☐ furnished ☐ unfurnished ☐ flexible

Distance from public transport _____

Distance from Zurich main station _____

Note: The room does not need to be newly refurbished, but it must be in good condition and, in any case, lockable with its own key. It should have enough space for at least the following: a bed with a mattress, a duvet, pillows, a desk, a wardrobe, a bookcase and lighting. If the room is let furnished, these items should be available to the tenant.

Question 4: How long do I want to let out a room for?

Start of tenancy _____

Duration of tenancy ☐ fixed-term ☐ open-ended

Notice period ☐ 2 weeks ☐ 3 months ☐ __months
(always to the end of a month)

Note: A notice period of less than 3 months is only permitted for furnished rooms. For unfurnished rooms, a minimum notice period of 3 months applies, as is the case when letting an entire flat.

Question 5: What else is available?		
Separate bathroom	☐ yes	☐ no
Shared bathroom	☐ yes	☐ no
Separate kitchen	☐ yes	☐ no
Shared kitchen	☐ yes	☐ no
Separate fridge	☐ yes	☐ no
Shared common rooms	☐ yes	☐ no
Shared balcony/terrace	☐ yes	☐ no
Shared garden	☐ yes	☐ no
Shared washing machine	☐ yes	☐ no
Shared tumble dryer	☐ yes	☐ no
Shared drying room	☐ yes	☐ no
Wi-Fi, Internet	☐ yes	☐ no
TV connection	☐ yes	☐ no
Shared use of the cellar	☐ yes	☐ no
Shared use of the attic	☐ yes	☐ no
Bicycle parking space	☐ yes	☐ no
Parking space for a car	☐ yes	☐ no

Question 6: Who would I like to live with?			
Gender	☐ female	☐ male	☐ no preference
Languages	_____		
Individuals only	☐ yes	☐ no	
If several people, max. number	_____		
Non-smokers only	☐ yes	☐ no	
Musicians OK?	☐ yes	☐ no	
Pets OK?	☐ yes	☐ no	

Note: Personal preferences such as gender, smoking habits or pets are permissible when letting a room in a private household. It is recommended that selection criteria be kept as open as possible. Under no circumstances should selection be based on nationality, religion or ethnic origin.