CHECKLIST ‘Advertising and letting’

This checklist is designed to help you prepare for the process of finding and selecting tenants, including the signing of the tenancy agreement.

Note: Observe the mandatory provisions of tenancy law (see in particular the checklist ‘Financial considerations’ and the template tenancy agreements)

Step 1: Clarify the general conditions for letting	
☐	Room to let (size, floor, etc.)
☐	furnished or unfurnished
☐	Shared use of the kitchen, bathroom, laundry room, garden, etc.
☐	Start of tenancy, duration of tenancy, notice period
☐	Setting the net rent and service charges
☐	Rent deposit yes/no
☐	Setting house rules
☐	If subletting: obtain written consent from the owner before concluding the subtenancy agreement. Disclose the terms of the subletting transparently
☐	If condominium ownership: check the regulations to see whether letting requires the consent of the other condominium owners and obtain it if necessary
☐	Check with your household contents insurance whether letting changes anything
Step 2: Post the advert on popular platforms	
☐	Examples of platforms: wgzimmer.ch, wohnen.ethz.ch, etc.
☐	Room size (m²) and furnishings (bed, wardrobe, desk, etc.)
☐	Rent + service charges (broken down transparently), deposit if any
☐	Location/Address (neighbourhood, public transport links, distance to university/college)
☐	Start of tenancy and duration of tenancy
☐	Communal areas (kitchen, bathroom, living room, etc.)
☐	Bathroom, washing machine, bicycle storage, car park
☐	Brief description of the residents/atmosphere
☐	Add good, bright photos (room, bathroom, kitchen, exterior)
☐	Address for applications and details of the documents required
Step 3: Review applications	
☐	Check that the required documents are complete, e.g.: - CV, cover letter - Proof of enrolment / Confirmation of study status - Proof of funding (parental contribution, scholarship, part-time job) - If already resident in Switzerland: debt collection register extract - Reference from the previous landlord or flatmates - Copy of ID for identity verification
☐	Would this person be a good fit on a personal level?
☐	Duration of studies vs. desired duration of tenancy – do they match up?
☐	Invite 2–3 people for an interview
☐	If appropriate, take the advert down now

Step 4: Conduct an interview	
☐	Show rooms and communal areas
☐	Ask questions about the person, their hobbies, their studies and their future plans (work placements, a semester abroad)
☐	Clarify expectations regarding the use of the kitchen and bathroom
☐	Discuss the house rules (quiet hours, visitors, smoking, pets, cleaning)
☐	Provide an opportunity to ask questions.
☐	Gather feedback from both sides and arrange a date for a response
Step 5: Decision and letting	
☐	Obtain references (if applicable)
☐	Give/obtain confirmation
☐	Draw up a written tenancy agreement, including the house rules, and have it signed by both parties **Note**: In the case of subletting, only the terms of the main tenancy agreement may be passed on (e.g. the duration of tenancy).
☐	Where applicable, complete the official form regarding the initial rent (varies by canton) Canton of Zurich form: https://www.zh.ch/content/dam/zhweb/bilder-dokumente/organisation/direktion-der-justiz-und-des-innern/generalsekretariat/mietwesen/formulare-neu-ab-nov2025/Formular-Anfangsmietzins.pdf. **Note:** Where the use of a standard form is mandatory, the rent is not deemed to have been validly agreed unless the official form is used. In such cases, the tenant may apply to the court to have the rent determined.
☐	Rejection of other applicants **Note:** Please observe data protection regulations: Documents (copies of identity documents, debt collection register extracts, proof of income, etc.) relating to unsuccessful applicants must be deleted or destroyed immediately once the selection process has been completed.
☐	Take the advert down, if not already done
☐	Where applicable: Set up the rent deposit correctly in a blocked account