

Mieterselbstauskunft/Housingapplication

(Please complete in full or tick boxes)

Dawonia

Desired property at

Street

Object no. (if known)

Number of rooms

Floor

Special requests

Move-in date (provisional)

Max. monthly gross rent

The prospective tenant(s) hereby provide(s) the landlord with the following voluntary and accurate self-assessment:

Prospective tenant

Surname

First name

Date of birth

Town/postcode

House no./street

Mobile phone

Work phone

Email

Attendant/legal representative/guardian

Name(s) of the other person(s) moving in

Co-Tenant

Surname

First name

Date of birth

Town/postcode

House no./street

Mobile phone

Work phone

Email

Address

Date of birth

Pets

Certificate from the housing authorities for state-subsidised housing

☐

yes

☐

no

from

Dawonia Management GmbH

Dom-Pedro-Straße 19
80637 Munich

P +49 89 30617-0
F +49 89 30617-288
info@dawonia.de

Standort Nürnberg

Georg-Strobel-Straße 3
90489 Nuremberg

P +49 911 8155-0
F +49 911 8155-1111
info-n@dawonia.de

Standort Regensburg

Donaustauer Straße
120 93059 Regensburg

P +49 941 2089-0
F +49 941 2089-6050
info-r@dawonia.de

Standort Würzburg

Tröltschstraße 4
97072 Würzburg

P +49 931 39018-0
F +49 931 39018-5067 vermietung-
wuerzburg@dawonia.de

Mieterselbstauskunft / Housing application

(Please complete in full or tick boxes)

Dawonia

Prospective tenant

Current employer

Address

Since (month/year)

Current monthly net income
(enclose three supporting
documents)

Pension/public welfare
(enclose supporting
documents)

Co-tenant

Current employer

Address

Since (month/year)

Current monthly net income
(enclose three supporting
documents)

Pension/public welfare
(enclose supporting
documents)

I/we give my/our consent for Dawonia to obtain proof of a working
relationship from my/our aforementioned employer for random checks.

☐ yes ☐ no

Are/were you previously a tenant with Dawonia?

☐ yes ☐ no

Who terminated your current tenancy?

☐ Myself ☐ Landlord

We/I hereby confirm the accuracy of the following information: (please tick the appropriate boxes)

- ☐ We/I have not had any pending eviction procedures regarding our/my property in the last five years.
- ☐ We/I have not submitted a statement of means in the last five years, nor has an arrest warrant been issued in this regard nor are any such proceedings pending.
- ☐ No consumer insolvency or insolvency proceedings have been initiated against my/our assets or rejected due to lack of assets in the last five years, nor are any such proceedings currently pending.
- ☐ We are/I am able to provide a security deposit of three monthly net rent payments and to pay the required rent on an ongoing basis.

How did you find your new property?

- ☐ Online property portal
e.g. Immoscout24/Immowelt etc. ☐ Construction site advertising ☐ Dawonia website
- ☐ Online search/Google etc. ☐ Recommendation ☐ Local advertising billboards

Data protection: Our data protection information for prospective tenants is enclosed with this
Mieterselbstauskunft. They can also be found at: www.dawonia.de/datenschutz_interessant

Viewings – please sign the applicable option:

I hereby confirm that I viewed the listing on _____ at _____

New construction, therefore no prior viewing
possible Viewing In sample listing on _____ at _____

Place, date

Place, date

Signature prospective tenant 1

Signature prospective tenant 2

Important information

The information in this self-assessment form is used to assess the prospective tenant(s) and will form the basis of a decision to complete a rental agreement. Any rental agreement is therefore completed on the condition that the information provided is accurate. Hence, should it transpire after completion of the rental agreement that individual details are correct, the tenant(s) shall be obliged to vacate and surrender the rental property with immediate effect and shall compensate the landlord for any direct or indirect damages.

Data Protection Information for Prospective Tenants

Information on the handling of your data and your rights in accordance with Art. 13 and 14 of the General Data Protection Regulation (GDPR)

In the following, we would like to inform you about the processing of your personal data by us and the claims and rights to which you are entitled under data protection regulations. This data protection information explains in particular which personal data we process and to what extent in connection with the initiation of a tenancy agreement.

If we process your personal data for other reasons, the processing is also governed by the separate data protection notices applicable to these other purposes.

1. Who is responsible for data processing and who can I contact?

The party responsible for the processing of your personal data as a prospective tenant¹ is the real estate company of Dawonia, to whose property portfolio the advertised rental flat/commercial rental space or the advertised garage/parking space belongs.

In addition to this property company, Dawonia's personnel management companies (Dawonia Real Estate GmbH & Co. KG, Dawonia Management GmbH and Dawonia Gebäudemanagement GmbH) are jointly responsible for the processing of your data, insofar as they jointly determine the purposes and means of the processing activities to be carried out.

The contracting company is represented by Dawonia Management GmbH, which is commissioned by Dawonia to manage the residential property portfolios of the Dawonia property companies.

You can reach Dawonia Management GmbH, the contact point for enquiries, using the following contact details:

Dom-Pedro-Straße 19
80637 Munich
Phone: +49 89 30617-0
Fax: +49 89 30617-355,
E-mail: info@dawonia.de

Or please direct your questions about data protection to our Group Data Protection Officer, Mr Mümtaz Kilic, in-house lawyer:

Dawonia Management GmbH

- Data protection -
Dom-Pedro-Str. 19
80637 Munich
Phone: +49 89 30617-0
Fax: +49 89 30617-355
E-mail: datenschutz@dawonia.de

Please note that, if you use this e-mail address, the content will not be viewed exclusively by our data protection officer. For confidential matters, please send an enquiry to this address with a request for personal feedback.

¹ For reasons of better readability, the language forms male, female and diverse (m/f/d) are not used simultaneously. All personal designations apply equally to all genders.

2. Why do we process your data (purposes of processing) and on what legal basis?

Your data is processed in accordance with the provisions of the General Data Protection Regulation (GDPR), the Federal Data Protection Act (BDSG) and other relevant provisions and laws to be observed when processing personal data.

2.1 If you would like to arrange a viewing appointment

If you are generally interested in our rental properties or would like to arrange a viewing appointment for one of our rental properties, you can contact us by telephone, e-mail, in writing or via the contact form on our website using the property search function and submit a viewing request. We process your personal data in order to arrange, prepare and organise a viewing appointment with you on the basis of Art. 6 (1) (1) b GDPR. We collect and store the following personal data provided by you:

- Salutation, first name and surname
- Address
- E-mail address
- Telephone number (landline/mobile)
- Search profile
- General remarks

2.2 If you want to rent a specific property

If you have decided to rent a specific property, we will request further data from you, which you will provide to us in a tenant self-disclosure form, for the purpose of processing your enquiry and preparing for the new letting. The data collected in the tenant self-disclosure includes the following data categories in particular:

- Names of prospective tenants and people moving in,
- Contact details,
- Date and place of birth,
- Information on housing requirements,
- Information on certain authorisations required to move into a flat.

If the conclusion of a rental agreement with you depends solely on the result of a positive credit check, we will make an enquiry about your creditworthiness with SCHUFA Holding AG (for commercial rental agreements with Verband der Vereine Creditreform e.V. (Association of Creditreform Organisations)). Dawonia Management GmbH will only obtain information about you as a prospective tenant if the conclusion of the tenancy agreement with you depends solely on the positive result of this credit check.

In this case, we will request the following categories of data:

- Information from public debtor and insolvency registers and
- Other data on negative payment behaviour where either
 - The claim underlying the respective entry is still outstanding or
 - The claim was settled no more than one year ago and at the same time a de minimis limit totalling € 1,500.00 is exceeded.

The assessment of your creditworthiness by this creditworthiness service provider is based on mathematical-statistical procedures, so-called scoring. For this purpose, your personal data required for the credit check will be transmitted to the latter. We process your personal data for the purpose of credit checks in order to avoid non-payment. Based on the personal data transmitted, including the address data, a statistical probability of a credit default and therefore your solvency is calculated. The creditworthiness service provider then transmits your score value to us. In addition, as part of the credit check, we may also use the services of address verification companies to check the address you have provided. In the event that a tenancy agreement is concluded, the result of the credit check is recorded and stored. Further information on SCHUFA's activities can be found online at www.schufa.de/datenschutz and on the Verband der Vereine Creditreform e.V. at <https://www.creditreform.de/datenschutz>.

The personal data from the tenant self-disclosure is processed for the implementation of pre-contractual measures at your request in accordance with Art. 6 (1) (1) b GDPR and for the

creditworthiness enquiry based on our legitimate interest in avoiding a payment default on your part in accordance with Art. 6 (1) (1) f GDPR.

If relevant, we will also store official notifications regarding your benefits. We will check the salary statements that we have received from you before concluding the tenancy agreement. A verification note will be created about this and about the verification of your identity card or – if applicable to you – your residence permit, which will also be stored. The legal basis for the processing of the data is Art. 6 (1) (1) b GDPR.

2.3 Processing activities for other reasons

2.3.1 Newsletter and advertising approach

If you are interested in our rental properties or other projects, you have the opportunity to register for our newsletter. We process your e-mail address and information at the time of the order for the purpose of sending the newsletter and advertising, as well as proof of the order. For further personalisation of the newsletter, we collect, with your consent, your details about the desired rental property (size, location, facilities, etc.), whether you have opened the newsletter and which offers you have accessed from the newsletter. This enables us to record your interests and store them in relation to your person or your e-mail address in order to better tailor the offers – such as the housing and property offers displayed in the newsletter – to your personal interests. The legal basis for sending the newsletter and advertising is your consent in accordance with Art. 6 (1) (1) a GDPR and for processing the information at the time of the order in accordance with Art. 6 (1) (1) f GDPR our legitimate interest in proving the subscription request. You can revoke your consent at any time with effect for future processing by sending a message to the contact options listed at the end or by clicking on the unsubscribe link at the end of the newsletter or advertising. To register to receive the newsletter and advertising, we use the so-called double opt-in procedure, by means of which we send a confirmation link to the e-mail address you provided during the registration process. Only when you click on this confirmation link will the e-mail address you have provided be used to receive the newsletter and advertising.

2.3.2 Contests

You have the opportunity to take part in contests that we organise from time to time. For the purpose of organising the contest and contacting the winners, we process personal data (surnames, first names, contact or address data) of the participants in accordance with Art. 6 (1) (1) b GDPR. The participants' data will be processed exclusively for the purpose of organising the contest. In the event of a win, we will also process the postal address provided by the participant and, if applicable, the telephone number or e-mail address for the purpose of transmitting the prize and, if necessary, contacting the winner. After final completion of the competition, the data will be deleted after expiry of the statutory retention periods.

If you have given us your consent, we will send you an invitation to participate by e-mail. The legal basis for the processing of the data is Art. 6 (1) (1) a GDPR). Alternatively, we can also send you an invitation to participate by post on the basis of our legitimate interests pursuant to Art. 6 (1) (1) f GDPR, unless you object.

3. Who receives my data?

3.1 Companies within the Dawonia Group

In order to carry out internal administrative activities efficiently based on a division of labour for economic and organisational reasons, it is necessary for us to process personal data within the Dawonia Group. Data will only be transferred within the Group if this transfer can be based on legitimate interests within the scope of Art. 6 (1) (1) f GDPR and/or the necessary contracts for order processing in accordance with Art. 26 GDPR and/or for joint responsibility in accordance with Art. 28 GDPR have been concluded.

Within the Dawonia Group, access to your data is granted to those departments and employees who need it to fulfil their tasks in the context of the inspection, initiation of a contract, conclusion of a contract and fulfilment of legal obligations ("need to know and least privilege principle").

Unless otherwise stated, your enquiry will be processed and the rental agreement concluded by Dawonia Management GmbH on behalf of the responsible property company.

Insofar as the following third parties are not themselves controllers in accordance with Art. 4 No. 7 GDPR when processing the transmitted data, they process your personal data on our behalf as so-called processors in accordance with Art. 28 GDPR. Processors will only act on the instructions of Dawonia and are contractually obliged to comply with the applicable data protection requirements vis-à-vis Dawonia.

3.2 Creditworthiness service provider

For the creditworthiness enquiry, the surname, first name and date of birth are forwarded to SCHUFA Holding AG (for commercial leases to the Verband der Vereine Creditreform e.V.). The data transfer is based on the existence of the legitimate interests of Dawonia pursuant to Art. 6 (1) (1) f GDPR.

Dawonia Management GmbH, acting on behalf of the landlord, the respective letting Dawonia company, may transmit personal data collected in the course of the developing contractual relationship to SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden, Germany, regarding the application, execution and termination of this business relationship, as well as data regarding non-contractual behaviour or fraudulent behaviour. The legal basis for these transfers is Art. 6 (1) b and Art. 6 (1) (1) f GDPR. Transfers on the basis of Art. 6 (1) (1) f GDPR may only take place insofar as necessary to safeguard the legitimate interests of the landlord or third parties and does not outweigh the interests or fundamental rights and freedoms of the data subject which require the protection of personal data. The exchange of data with SCHUFA also serves to fulfil legal obligations to carry out credit checks on customers (Sections 505 a and 506 BGB (German Civil Code)). SCHUFA processes the data received and also uses it for the purpose of profiling (scoring) in order to provide its contractual partners in the European Economic Area and Switzerland, as well as, if applicable, other third countries (insofar as an adequacy decision of the European Commission exists or standard contractual clauses have been agreed, which can be viewed at www.schufa.de) with information, among other things, to assess the creditworthiness of natural persons.

Further information on SCHUFA's activities can be found online at www.schufa.de/datenschutz and about Creditreform at <https://www.creditreform.de/datenschutz>.

3.3 Subsidisation of housing

In the case of publicly subsidised housing, the subsidy provider may request personal data from us. If a legal basis exists, the personal data will be passed on to the funding body for the legally regulated purposes on the basis of Art. 6 (1) (1) b and c GDPR.

If you apply for a housing entitlement certificate, we will be asked by the housing office of the relevant city to fill out a corresponding form. We will send the completed form back to the relevant housing office so that you can be issued with a certificate of eligibility for housing. We transmit your personal data to fulfil our legal obligations on the basis of Art. 6 (1) (1) c GDPR.

3.4 Other recipients from public bodies

Dawonia may transmit personal data to courts, supervisory authorities, tax authorities and other public bodies on the basis of statutory provisions.

3.5 Auditors, tax consultants, lawyers and other professionals

Dawonia transmits personal data to auditors, tax consultants, lawyers or other professional groups commissioned by Dawonia, insofar as this is legally permissible and necessary to comply with applicable law or to assert, exercise and/or defend legal claims.

3.6 Other third parties

Beyond the bodies named in Section 3, we only transfer your personal data to the extent that the transfer is necessary for the initiation of the rental agreement pursuant to Art. 6 (1) (1) b GDPR, we have a legitimate interest on our part or on the part of a third party pursuant to Art. 6 (1) (1) f GDPR or there is a legal obligation on our part to pass on the data pursuant to Art. 6 (1) (1) c GDPR.

4. Is data transferred to a third country or an international organisation?

There is currently no transfer of your personal data to third countries. This is also not planned.

5. How long will my data be stored?

Dawonia processes and stores your personal data for as long as is necessary to fulfil the purpose for which it was collected. After the respective purpose of processing and use no longer applies, the relevant statutory retention periods apply. Your data transmitted with the self-disclosure will be completely deleted six months after the last contact, unless you are still interested in our property offers and provided that there are no other statutory retention periods to the contrary or the retention of the data serves the purpose of legal prosecution.

Preservation of evidence within the scope of the statutory statute of limitations:

If it is necessary to preserve evidence, for example, in the context of legal proceedings, we would like to point out that the limitation periods of the German Civil Code (BGB) can be up to 30 years if a court title exists (Section 195 ff. BGB). If no legal title has been obtained against the person concerned, the regular limitation period of three years applies.

6. What data protection rights do I have?

Every data subject has the right

- to request information on the categories of data processed, the purposes of processing, any recipients of the data and the planned storage period in accordance with Art. 15 GDPR,
- to demand rectification and completion of incorrect or incomplete data in accordance with Art. 16 GDPR,
- to object to data processing based on a legitimate interest for reasons arising from your particular situation in accordance with Art. 21 (1) GDPR; if the data processing is carried out for the purpose of direct marketing or profiling in connection with direct marketing, you may object to the processing at any time pursuant to Art. 21 (2) GDPR and request the deletion of data, provided that the requirements of Art. 17 GDPR are met; this applies in particular if the data is no longer required for the intended purpose or if you have declared an objection or revoked your consent,
- to demand the restriction of data if the requirements of Art. 18 GDPR are met, in particular if erasure is not possible or the obligation to erase is disputed,
- to receive the data concerning you, which you have provided to a controller, in a commonly used and machine-readable format in accordance with Art. 20 GDPR or to request the transmission to others; if the data processing is based on your consent or on a contract, you have the right to transmit the data you have provided, provided that this does not adversely affect the rights and freedoms of others,
- to withdraw your consent at any time with effect for the future (Art. 7 (3) GDPR); the processing carried out before the withdrawal remains unaffected by the withdrawal.

To exercise the above rights, please contact Dawonia Management GmbH, Data Protection Department, Dom-Pedro-Straße 19, 80637 Munich.

You also have the right to lodge a complaint about data processing with a data protection supervisory authority. You can contact the Bayerisches Landesamt für Datenschutzaufsicht (Bavarian State Office for Data Protection Supervision (BayLDA)), Promenade 18, 91522 Ansbach, or a data protection authority responsible for you.

7. Do I have an obligation to provide data?

The provision of certain personal data (in particular name, address, data in the tenant self-disclosure) is – unless expressly stated otherwise – necessary for the viewing and the initiation of a tenancy agreement, as otherwise your person cannot be considered as a prospective tenant. If you do not provide us with this personal data, we will refuse to conclude a contract or assert contractual/legal rights. If we are subject to a legal obligation to process your personal data (e.g., for the prevention of money laundering), you are legally obliged to provide us with this data. Otherwise, we may not be allowed to enter into a contractual relationship with you.

8. To what extent is there automated decision-making in individual cases?

In principle, we do not use fully automated decision-making in accordance with Art. 22 GDPR to establish and conduct the business relationship. If we use these procedures in individual cases, we will inform you of this separately if this is required by law.

9. Information about your right to object in accordance with Art. 21 GDPR

You have the right to object, on grounds relating to your particular situation, at any time to processing of personal data concerning you which is based on Article 6 (1) (1) e GDPR (data processing in the public interest) and Article 6 (1) (1) f GDPR (data processing on the basis of a balancing of interests).

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing serves the establishment, exercise or defence of legal claims.

In individual cases, we process your personal data for direct marketing purposes. You have the right to object at any time to the processing of personal data concerning you for the purpose of such advertising.

If you object to processing for direct marketing purposes, we will no longer process your personal data for these purposes.

The objection can be made informally and should preferably be addressed to:

Dawonia Management GmbH
- Data protection -
Dom-Pedro-Straße 19
80637 Munich
E-mail: datenschutz@dawonia.de

10. Status of and changes to the data protection information

The data protection information in the version valid at the time applies.

Status: November 2023

We reserve the right to amend and change the content of this data protection notice. The updated information applies from the date of its validity (see status above).