

Landlord \_\_\_\_\_  
Business entity \_\_\_\_\_  
Property \_\_\_\_\_  
(to be filled out by the Landlord)

## Self-declaration – Consent to receive real estate offers

### 1.) Preface

Your information will be used as the basis for the decision on the conclusion of the rental agreement. Your personal data will be treated confidentially and in accordance with the privacy policy as provided to you by TAG Wohnen & Service GmbH (TAG Wohnen).

Please take the time to fill out this self-declaration completely and truthfully. Incomplete information or false information entitles the landlord to challenge the lease or to terminate it with or without prior notice.

### 2.) Renting

☐ Addition of a new tenant to an existing rental agreement (Rental agreement No: \_\_\_\_\_  
Tenant's name: \_\_\_\_\_)

I am/we are interested in renting the following apartment:

Street, No.: \_\_\_\_\_ Postcode/City: \_\_\_\_\_ Room: \_\_\_\_\_

Floor/Location: \_\_\_\_\_ Start date: \_\_\_\_\_ Rent excluding bills: \_\_\_\_\_ Charges: \_\_\_\_\_ Heating: \_\_\_\_\_

Total: \_\_\_\_\_ Existing agreements: \_\_\_\_\_

### 3.) Personal information

	Prospective Tenant 1	Prospective Tenant 2 (Spouse/Partner/Co-tenant)
Surname		
First name		
Private landline number		
Private mobile number		
E-mail		
Date of birth		
Place of birth		
Nationality		
Current address		
Current landlord		
Current employer (Address)		
Current profession/ self-employed as		
Monthly total net income		
Monthly additional income (e.g. child benefit)		

Children, relatives or other co-tenants included in the household:

Surname	First Name	Relationship	Date of birth

- ☐ I/we hereby declare that I/we have no arrears with our rent and that I/we have paid this on time in the last 24 months.
- ☐ I/we agree that my/our previous landlord may be asked to provide a reference.
- ☐ I/we have not declared private insolvency and/or have not given any statements in lieu of an oath [German: "Eidesstattliche Versicherung"] or been asked to provide information on my/our financial status and assets as part of debt collection proceedings in the last 3 years.

- ☐ There is currently no out-of-court debt settlement procedure/no agreement attempt has failed in the last 6 months.
- ☐ I/we have registered for personal bankruptcy and/or issued a statement in lieu of an oath [German: "Eidesstattliche Versicherung"]/ provided information on my/our financial status and assets on: \_\_\_\_\_
- ☐ I/we have the following pets: \_\_\_\_\_
- ☐ I/we intend to use the apartment for the following commercial purposes: \_\_\_\_\_

TAG Wohnen observes the principle of „data economy“, meaning that only the data required in the respective stage is processed in each of the various stages of the conclusion of a contract. Therefore, the information provided in Section 3 will be processed in accordance with the process of contract initiation. However, all the information required here is necessary for the decision on whether a rental agreement should be concluded. TAG Wohnen's privacy policy, which has been served to the prospective tenant, applies. If the prospective tenant(s) is interested in receiving further housing and rental offers from TAG Wohnen, he/she/ they should make a corresponding declaration below:

- ☐ I am/we are interested in receiving further housing and rental offers from TAG Wohnen and wish to be contacted by e-mail or phone as shown in the details above.

If no rental agreement is concluded and there is no interest in further offers or if the above request to receive offers is revoked, personal data held on the TAG Wohnen systems will be deleted within 12 months.

## 4.) Schufa notice regarding rental applications

Prior to concluding the rental agreement, TAG Wohnen & Service GmbH (TAG Wohnen) forwards personal data on this rental application as well as data on non-contractual or fraudulent conduct to SCHUFA Holding AG, Kormoranweg 5, 65201 Wiesbaden for the purpose of checking the creditworthiness of the prospective tenant.

The legal bases of these transfers are Article 6 (1) (b) and Article 6 (1) (f) of the General Data Protection Regulation (GDPR). Transfers based on Article 6 (1) (f) of the GDPR may be made only to the extent necessary to protect the legitimate interests of TAG Wohnen or third parties and providing there are no prevailing interests or fundamental rights and freedoms of the data subject(s) which would require the protection of his/her/their personal data.

SCHUFA processes data and also uses it for the purposes of profiling (scoring) in order to provide its contracting partners in the European Economic Area and in Switzerland and, where applicable, other third countries (as long as there is a corresponding decision by the European Commission which considers this appropriate) with information on, among other things, the creditworthiness of natural persons. For more information on SCHUFA's activities, please review the SCHUFA Information Sheet at [www.schufa.de/en/global/data-protection-gdpr](http://www.schufa.de/en/global/data-protection-gdpr).

**With my signature, I confirm that I have taken note of the SCHUFA notice and the SCHUFA information.**

Place/Date	Signature of Prospective Tenant 1 (Name and Surname)	Signature of Prospective Tenant 2 (Name and Surname)
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In order to fulfil the accountability obligation arising from Art. 5 (2) of the GDPR concerning the distribution of information and the provision of proof of legitimate interest to SCHUFA, TAG Wohnen will retain this document for a period of 12 months in the event that a request is made by SCHUFA. Should a contract be concluded, this document will be included in the contract documents and then be subject to the corresponding statutory retention requirements.

**Presentation of the following documents is a prerequisite for the conclusion of a rental agreement and is provided by me/us**

- A copy of the identity card(s), front and back with the serial and access number expunged
- Salary statement(s) and/or unemployment benefit decisions and/or other income
- Pension notice(s) – to be provided by pensioners only
- Certificate of rent paid provided by the current landlord OR proof of ownership in the form of a current land register excerpt

Place/Date	Signature of Prospective Tenant 1 (Name and Surname)	Signature of Prospective Tenant 2 (Name and Surname)
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## Data protection information of TAG Wohnen & Service GmbH for customers and other data subjects

With this information in accordance with Articles 13, 14 and 21 of the General Data Protection Regulation (hereinafter: „GDPR“), we provide you with an overview of the processing of your personal data carried out by TAG Wohnen & Service GmbH (hereinafter: „TAG Wohnen“) and your rights arising from the European Data Protection Regulation, which entered into force on 25th May 2018. What data exactly is processed in each case and how it is used depends largely on the business relationship and the arrangements made with us. Therefore, not all parts of this Privacy Notice may apply to you.

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

The body responsible for data processing (data controller) is:

TAG Wohnen & Service GmbH  
Steckelhoern 5, 20457 Hamburg.

Please address your questions about data protection to:

TAG Immobilien AG  
Datenschutzmanagement  
Kreuzstraße 7c, 04103 Leipzig  
E-Mail: [datenschutz@tag-ag.com](mailto:datenschutz@tag-ag.com).

As an external data protection officer, TAG Immobilien AG has appointed:

DOMUS Consult Wirtschaftsberatungsgesellschaft mbH  
Schornsteinfegergasse 13, 14482 Potsdam-Babelsberg  
E-Mail: [datenschutz@tag-ag.com](mailto:datenschutz@tag-ag.com).

These contact details of the data protection officer for TAG Wohnen also apply to all companies affiliated with TAG Immobilien AG (hereinafter: „TAG“), i.e. all companies which belong to the TAG Group.

### 2. When does the privacy policy apply to me and when am I a 'data subject'?

This privacy policy is intended for prospective tenants, visitors to the TAG-Wohnen website, tenants and users and other customers whose personal data is collected by TAG Wohnen in its own name or on behalf of other companies of the TAG Group. The TAG Group includes all companies affiliated with TAG Immobilien AG (hereinafter: „TAG“). TAG Wohnen usually acts as a representative and proxy of TAG companies that own the properties and apartments (hereinafter also referred to as „portfolio companies“) and that do not have their own operations. Within the TAG Group, TAG Wohnen is responsible in particular for the operation of letting business, which it handles centrally. It establishes contact with you as a prospective tenant or existing tenant and collects and processes your personal data.

According to the terminology used in the GDPR, existing tenants, prospective tenants and persons whose personal data is collected are also referred to as „data subjects“. Data subjects are in particular also authorised representatives, supervisors or third-party guarantors including sureties.

### 3. What sources and data do we use?

We process personal data that we receive from our customers or other stakeholders as part of our business relationship. In addition, we process – to the extent necessary for the provision of our services and business activities – personal data that is legitimately obtained from publicly available sources (e.g. land registers, debtor directories, commercial registers) or which is provided to us by other companies of the TAG Group or by other third parties (e.g. credit bureaus).

Relevant personal data is personal information (name, address and other contact information, date and place of birth, and nationality), identity documentation data (e.g. ID card data), and authentication data (e.g. specimen signature). In addition, this may also include order data (e.g. payment orders), data from the fulfilment of our contractual obligations, information about your financial situation (e.g. creditworthiness data), advertising and sales data including advertising scores, documentation data, data on your use of the telemedia we offer (e.g. visits to our website at [www.tag-wohnen.de](http://www.tag-wohnen.de), apps and/or newsletters, clicked pages or entries as well as other data comparable with the mentioned categories).

### 4. What do we use to process your data (purpose of processing) and on what legal basis?

#### a) for the fulfilment of contractual obligations (Art. 6 (1) (b) GDPR)

Data is processed for the initiation and conclusion of rental and use contracts and for execution of these contracts and all other contracts with the administration and management of properties and apartments owned by the TAG Group's portfolio companies. The purposes of data processing are based primarily on the specific agreement and the specific product and may include, but are not limited to, needs analysis, consulting for contract initiation and the completion of purchases and sales. For more details on data processing purposes, if applicable, please refer to the relevant contract documents and terms and conditions.

#### b) for the balancing of interests (Art. 6 (1) (f) GDPR)

If necessary, we process your data beyond the actual fulfilment of the contract for the protection of our or third parties' legitimate interests, in particular:

- consulting and exchanging data with credit bureaus (e.g. SCHUFA) to identify credit and default risks in the rental business;
- reviewing and optimising needs analysis procedures for direct customer contact and, in particular, tenant contact;
- asserting legal claims and defence in legal disputes,
- ensuring TAG Wohnen's IT security and IT operations,
- building and plant safety measures (e.g. access control),
- measures to ensure householder's rights and
- measures for business management and further development of the services and products offered by TAG Wohnen and the other TAG Group companies.

#### c) on the basis of your consent (Art. 6 (1) (a) GDPR)

If you have given us consent to the processing of personal data for specific purposes (such as disclosure to third parties, evaluation of data for marketing purposes, sending offers, etc.), the legality of this processing is based on your consent. A given consent can be revoked at any time. This also applies to the revocation of declarations of consent, which were issued to us before the GDPR entered into force, i.e. before 25th May 2018. The revocation of consent is only effective for the future and does not affect the legality of the data processed until the revocation.

#### d) due to legal requirements (Art. 6 (1) (c) GDPR) or in the public interest (Art. 6 (1) (e) GDPR)

In addition, TAG and thus also TAG Wohnen and the other TAG Group companies are subject to various legal obligations. TAG Immobilien AG is a listed company and must therefore comply with the provisions of the Securities Trading Act [Wertpapierhandelsgesetz] and other capital market regulations, in particular instructions issued by the Federal Financial Supervisory Authority [Bundesanstalt für Finanzdienstleistungsaufsicht]. The verification of identity as well as the fulfilment of tax control and reporting obligations as well as the valuation and management of risks of TAG Wohnen within the TAG Group are all included in the purposes of such processing.

### 5. Who obtains my data?

Within TAG Wohnen and the TAG Group, those entities who have access to your data need to fulfil our contractual and legal obligations. Our service providers and vicarious agents may also receive data for this purpose, for example craftsmen in carrying out repair orders, external brokers for conducting surveys and preparing contracts (rental and purchase contracts) as well as metering service providers, payers and utilities, cable companies and banks and administrators of condominium associations, as necessary. If such third parties receive and process personal data, this is done – if required – within the scope of a so-called order processing, which is expressly provided for by law. TAG Wohnen will be responsible for the protection of your data in these cases. Contract processors employed by us within the meaning of Art. 28 GDPR are e.g. companies in the categories of IT services, printing services, telecommunications, debt collection, sales, marketing and address research.

With regard to the transfer of data to recipients outside the TAG Group, it should be noted that we are obliged to maintain secrecy about all customer-related facts and evaluations of which we become aware (Confidentiality). We may only disclose information about you if legal provisions permit or require us to do so if you have given your consent or if we are authorised to provide information. Under these conditions, recipients of personal data may be, in particular:

- public bodies and institutions (e.g. Federal Financial Supervisory Authority, tax authorities) in the case of a legal or regulatory obligation,
- other institutions or similar entities to which we provide personal data (such as credit bureaus) if this is necessary to conduct our business relationship with you.

Other data recipients may be those entities which you have authorised us to transfer your data to or whom you have designated as the recipients of your data.

The landlord will review the information on the address data (e.g., first name, last name, address, email address and telephone number) and creditworthiness of the tenant to safeguard the legitimate interests of the landlord in accordance with Art. 6(1) Letter f of the General Data Protection Regulation. To this end, the landlord collaborates, among others, with Creditreform Boniversum GmbH, Hellersbergstr. 11, 41460 Neuss, Germany, and with Regis24 GmbH, Wallstr. 58, 10179 Berlin, Germany. The landlord will transmit the name and contact details of the tenant to Creditreform Boniversum GmbH or to the Regis24 GmbH from whom the landlord obtains or to whom the landlord transmits this data for this purpose.

For information on the data processing performed by Creditreform Boniversum GmbH and by Regis24 GmbH required under Art. 14 of the General Data Protection Regulation, please see [www.boniversum.de/en/eu-gdpr](http://www.boniversum.de/en/eu-gdpr) and [www.regis24.de/informationen](http://www.regis24.de/informationen) (in German).

#### **6. Is data transmitted to a third country or to an international organisation?**

None of your personal data is transferred to third parties, with the exception of the anonymised IP address and the use of the website service providers, as described here, no transfer outside the EU takes place.

#### **7. How long will my data be stored?**

We process and store your personal data as long as this is necessary for the fulfilment of our contractual and legal obligations. It should be noted that our business relationships under the concluded leases represent continuing obligations and are on a lasting basis.

If the data is no longer required for the fulfilment of contractual and legal obligations, it is duly deleted, unless its temporary processing is necessary for the following purposes:

- fulfilment of commercial and tax retention obligations, which may arise e.g. from the Commercial Code [HGB], the Tax Code [AO], the Securities Trading Act [WpHG]. The specified periods for storage or documentation are usually two to 10 years.
- preservation of evidence within the statutory limitation period. According to §§195 et seq. of the Civil Code [BGB], these limitation periods can be up to 30 years, whereby the regular limitation period is three years.

#### **8. What privacy rights do I have?**

Each data subject has the right to information under Article 15 of the GDPR, the right to correction under Article 16 GDPR, the right to erasure under Article 17 GDPR, the right to restriction of processing under Article 18 GDPR, the right to object under Article 21 GDPR and the right to data portability under Article 20 GDPR. With regard to the right to information and the right to erasure, the restrictions of §§ 34 and 35 Federal Data Protection Act [BDSG] apply, whereby a claim for erasure is effectively a claim for the restriction of the processing of personal data since TAG is obliged to secure its automated data backup systems and the erasure of personal data from these systems would entail unjustifiably disproportionate expense. Finally, there is a right of appeal to a competent data protection supervisory authority (Article 77 GDPR in conjunction with § 19 BDSG).

You may revoke your consent to the processing of personal data at any time. This also applies to the revocation of declarations of consent that were issued to us before the GDPR entered into force, i.e. before 25th May 2018. Please note that the revocation only works for the future. Processing that occurred before the revocation is not affected.

The assertion or revocation of data protection rights must be sent by email to [datenschutz@tag-ag.com](mailto:datenschutz@tag-ag.com) or in writing, by post, to the Data Protection Management

TAG Immobilien AG  
Datenschutzmanagement  
Kreuzstraße 7c, 04103 Leipzig

The assertion of such rights is free of charge.

#### **9. Am I under any duty to provide data?**

As part of our business relationship, you must provide the personal information which is necessary to initiate, conduct and terminate a business relationship and to perform the related contractual obligations, or which we are required to collect by law. Without this information, we will generally not be able to conclude, execute and terminate a contract with you.

#### **10. To what extent does automated decision-making and profiling take place?**

In principle, we do not use fully automated decision-making as set out in Article 22 of the GDPR in order to establish and conduct business relationships. In exceptional cases, we sometimes process your data automatically with the aim of evaluating certain personal aspects (profiling). However, this profiling is at best considered to provide you with targeted information about products and advice. For this, we use evaluation instruments. These enable needs-based communication and advertising, including market and opinion research.

#### **11. What measures are taken to safeguard data protection at TAG Wohnen and within the TAG Group?**

Within their area of responsibility, TAG Wohnen and TAG Immobilien AG have designed their internal organisation in such a way that the special requirements of data protection and the requirements of the GDPR and the BDSG are met. Technical and organisational measures that satisfy these requirements have been taken to protect the data. TAG Wohnen and TAG are convinced that the measures taken provide an appropriate level of protection for the risks associated with the processing of personal data. In this context, the companies observe the principle of data

economy, i.e. in each case only the data which is necessary for the execution of contracts or which is to be kept on the basis of a consent and/or legal requirement is collected, processed and stored. The receipt and transfer of personal data (for example in case of purchase and sale) is only based on strict confidentiality agreements and takes place only to the extent that is necessary for the execution of the transactions.

If you contact us via our web pages, for example, to obtain information about rental offers, in addition to the present Privacy Notices, the Privacy Notice for the visit to the website which is stored on the website itself and available for download ([www.tag-wohnen.de](http://www.tag-wohnen.de) or [www.tag-ag.com](http://www.tag-ag.com)).

TAG Wohnen and TAG reserve the right to supplement and update this privacy policy due to technical development and the unknown practice of the supervisory authorities. The updated privacy policy is effective from the date on which it is published on the website.

#### **12. Information about your right to objection according to Art. 21 GDPR**

##### **Individual case-related right to objection**

You have the right to object to the processing of your personal data pursuant to Art. 6 (1) (e) GDPR (Data processing in the public interest) and Art. 6 (1) (f) GDPR (Data processing based on a balance of interests) at any time for reasons arising out of your particular situation; this also applies to „profiling“ based on this provision within the meaning of Art. 4 (4) GDPR. If you object, we will no longer process your personal information unless we can establish compelling legitimate grounds for processing that outweigh your interests, rights and freedoms, or the processing is for the purpose of enforcing, pursuing or defending legal claims.

##### **Right to object to the processing of data for direct marketing purposes**

In individual cases, we process your personal data in order to conduct direct advertising. You have the right to object at any time to the processing of your personal data for the purposes of such advertising; this also applies to „profiling“ insofar as it is associated with such direct advertising.

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

##### **Recipient of objection**

The objection can be issued form-free with „Objection“ in the subject line, stating your name, address and date of birth. It should be addressed to:

TAG Immobilien AG  
Kreuzstraße 7c, 04103 Leipzig  
E-mail: [datenschutz@tag-ag.com](mailto:datenschutz@tag-ag.com).

Hamburg, 13th August 2021  
TAG Wohnen & Service GmbH