



RESERVED FOR ADMINISTRATION

Date of submission of the file: \_\_\_ / \_\_\_ / \_\_\_ received by :

Date of registration of the file : \_\_\_ / \_\_\_ / \_\_\_

## REQUEST FOR WELCOME

Accommodation request :  Alone  Couple \*

(\* ) one file to be completed per person

LAST NAME : .....		First name : .....	
Born at : ___ / ___ / ___ where : .....		Dpt : _____	Age : ____
Nationality : .....		Gender : <input type="checkbox"/> M <input type="checkbox"/> F	
Current adress : .....			
.....			
ZIP code : _____	Town : .....		
Tél : _____	E-mail : .....		
Best time to reach you : <input type="checkbox"/> morning <input type="checkbox"/> midday <input type="checkbox"/> afternoon <input type="checkbox"/> evening			
Social security number : _____			
Family situation : <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Cohabiting			Number of children : ____



Date of entry desired : ___ / ___ / ___
Prise de contact (numéroter l'ordre si plusieurs contacts) : <input type="checkbox"/> par téléphone <input type="checkbox"/> par courrier <input type="checkbox"/> sur place

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Avis de la Commission :	Date de la Commission : ___ / ___ / ___	
Réf. Logement : ..... N° informatique du résident : .....		
Adresse du logement : .....		
Ville : .....	Code postal : _____	Tél : _____
Date d'entrée : ___ / ___ / ___	Date de sortie : ___ / ___ / ___	



**PRESENTATION OF THE APPLICANT THROUGH AN ORGANIZATION**

Name of the organization : .....

Address : .....

Postal code : \_\_\_\_\_ Town/city : ..... Tél : \_\_\_\_\_

Contact person : ..... Function: .....

Knowledge by : .....

**What motivates your request? (current situation, professional project ...)**

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**Additional informations**

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I, M ....., certify on honor the accuracy of the information above.

At ....., on .....

Signature of Applicant :

**To be studied in committee  
the file must be correctly filled**

## SUPPORTING DOCUMENTS

### **List of documents to present according to your situation**

valid identity card or residence permit

1 Identity photo

tax notice or certificate of education

social security certificate or vital card

1 Bank details

Any documentary evidence of your resources (scholarship, parental allowance, AAH, bank certificate, etc.)

### **If you are employed in CDI, CDD, Professionalization Contract, Apprenticeship Contract ...:**

Work or training contract

Original employer certificate dated less than 3 months ago

The last 6 payslips

Certificate from the training center with the remuneration and duration of training indicated

### **If you are registered with Pôle Emploi:**

Notification of rights opening

The last 3 payment advices

### **If you are an interim employee:**

Work contracts for the last 6 months

Certificates from the employer (s) over the last 6 months

Pay slips for the last 6 months

### **If you are an internship student:**

Internship certificate or internship agreement

### **If you are supported by Child Welfare or the Local Mission:**

Young major contract in progress / Garantie Jeune contract

**The accommodation request MUST be accompanied by the Action Logement \* certified visa, in which case it will not be processed.**

\* Guarantee of rent-process to be carried out on the [WWW.visale.fr](http://WWW.visale.fr) site