

Registration with Saanenland Social Services

Dear _____

We refer to your contact with us today and enclose the registration documents for you. We would already like to offer you a consultation which will rapidly produce an effective outcome during the first appointment, but we need your cooperation to do so.

Please fill in the enclosed registration form and carefully read through the explanations about your rights and obligations.

Saanenland Social Services can in principle only arrange an initial appointment with you when **all necessary documents** have been submitted. Below is a list of necessary documents which must be submitted together with the registration form.

General documents	not available
<input type="checkbox"/> Signed social assistance application & list of necessary documents in case of new registrations	<input type="checkbox"/>
<input type="checkbox"/> Tenancy agreement (or in case of property ownership: statement of mortgage interest rates, amortisation and ancillary costs)	<input type="checkbox"/>
<input type="checkbox"/> Health insurance policy (policies) and a copy of your last premium invoice	<input type="checkbox"/>
<input type="checkbox"/> Identity card, foreign national identity card	<input type="checkbox"/>
<input type="checkbox"/> All insurance policies: third party liability, home and contents insurance, life insurance, car insurance, etc.	<input type="checkbox"/>
<input type="checkbox"/> Final tax assessment	<input type="checkbox"/>
<input type="checkbox"/> Separation/divorce decree or other (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Maintenance order/alimony advance (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Medical certificate (if applicable)	<input type="checkbox"/>
Income certificates	
<input type="checkbox"/> Payslips from the last three months	<input type="checkbox"/>
<input type="checkbox"/> Statements of daily unemployment benefits	<input type="checkbox"/>
<input type="checkbox"/> Pension certificates (Old age and survivors' insurance (OASI), Disability insurance (DI), Supplementary benefits (EL), daily sickness benefits, Accident Insurance Act (AIA), foreign pensions pension fund, etc.)	<input type="checkbox"/>
<input type="checkbox"/> Proof of income of the spouse, partner and family members	<input type="checkbox"/>
<input type="checkbox"/> Scholarship decision (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Annual financial statements, cash book (in case of self-employment incl. farming)	<input type="checkbox"/>
Proof of assets	
<input type="checkbox"/> Statements of all bank and PostFinance accounts from the last three months Any foreign accounts must also be declared.	<input type="checkbox"/>
<input type="checkbox"/> Proof of land ownership/properties in Switzerland and abroad (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Current loans, high purchase agreements and leasing contracts (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Other assets/other debts (if applicable)	<input type="checkbox"/>
Professional environment	
<input type="checkbox"/> Employment contract/apprenticeship contract (if available)	<input type="checkbox"/>
<input type="checkbox"/> Letter of termination (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Registration with the employment office, correspondence and decisions of the regional employment centre (RAV) (if applicable)	<input type="checkbox"/>

Yours faithfully
Saanenland Social Services

Nathalie Marmet
Administration