



Property purchase documents (apartment)

Documents	Where do I get it from?
▪ Sales exposé	▪ Real estate agent/ Owner
▪ Current photos of the property (exterior view, sanitary, floors, door frame, etc.)	▪ Real estate agent/ Owner/ Do it yourself
▪ Historic preservation requirements / Year of construction	▪ Historic preservation authority
▪ Abstract of title	▪ Notary/ Land registration authority/ Real estate agent/ Owner
▪ Floor plan (true to scale)	▪ Building authority/ Property manager/ Real estate agent/ Owner
▪ Declaration of division	▪ Building authority/ Property manager/ Real estate agent/ Owner
▪ Calculation of residential floor area	▪ Building authority/ Real estate agent/ Owner
▪ Site plan	▪ Building authority/ Real estate agent/ Owner
▪ Economic plan	▪ Property manager/ Real estate agent/ Owner
▪ Energy certificate	▪ Property manager/ Real estate agent/ Owner
▪ Proof of repairs	▪ Real estate agent/ Owner
▪ Status of reserves for renewal and replacement	▪ Property manager/ Real estate agent/ Owner
▪ Owner meeting protocols of the last three years	▪ Property manager/ Real estate agent/ Owner
▪ Annual statement of the last three years	▪ Property manager/ Real estate agent/ Owner
▪ Construction plans (drawings)/ Building permits	▪ Real estate agent/ Owner
▪ Construction and equipment description	▪ Real estate agent/ Owner
▪ Proof of property and fire insurance	▪ Property manager/ Insurance company/ Real estate agent/ Owner
▪ Land tax assessment	▪ Property manager/ Owner
▪ Confirmation of the property management that there are no outstanding payments from the seller	▪ Property manager/ Real estate agent/ Owner
▪ Purchase and sale agreement draft	▪ Notary/ Real estate agent/ Owner

For rented apartments the following documents are also required:

Documents	Where do I get it from?
Rental agreement with handover protocol	▪ Real estate agent/ Owner
Confirmation that all rentals and household charges were paid by the tenant (No residues)	▪ Real estate agent/ Owner

* Background information on the documents can be found in the book „The ABC's of a real estate millionaire – the German way“