

**BERLIN**  
**your place**

Here are the basic steps in selling your German apartment:

1. Your Place to contact house administration (Hausverwaltung) with approval from The Seller to request the various documents needed. These documents are needed in order to fine tune the valuation of the apartment and to be able to provide potential buyers with various pieces of information that they will/might ask for. (When I say house I mean the building as a whole with several apartments in it, rather than the apartment itself).

Examples of documents collected:

Division agreement (Teilungserklärung) - Information about division of and rights of each owner in the building.

House rules (Hausordnung) if applicable.

Minutes from last three years owners' meetings - Will show up any issues in the household, including such items as planned renovation work, etc.

Financial plan (Wirtschaftsplan) - Detailed breakdown of the monthly service costs plan for the coming year.

Balance of maintenance reserve (Instandhaltungsrücklage).

Details of previous major renovation work to the house (Baubeschreibung) if applicable.

Energy certificate (Energieausweis).

Floorplan (Grundriss).

It normally takes the administrator about two weeks to provide all this info. In the meantime items 3 and 4 below can be done.

2. In case of a tenanted apartment Your Place to obtain a copy of the tenancy agreement (Mietvertrag) from either the owner or the unit manager.

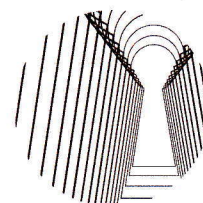
3. Your Place to get an extract of the land registry entry (Grundbuchauszug) with power of attorney from The Seller.

4. Your Place and The Seller to discuss and agree asking price. Fine tuning based on any issues (+/-) shown by the items in 1, 2 & 3 above.

5. Your Place to inform The Seller of general marketing plan for agreement.

6. The Seller gives Your Place formal permission (Alleinauftrag) to market the apartment. This does NOT give Your Place permission to sell the apartment on the owner's behalf! Any offers and agreements are between the potential buyer and the owner. The Alleinauftrag just gives Your Place the right to exclusively market the apartment. And the broker Alleinauftrag (normally for 6 months) can be cancelled at any time.

**Till now we have taken about two or three weeks or so.**



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7. Your Place to prepare the apartment for photos. We would need to agree on how far to go with this preparation (related to pricing decision). Take photos and prepare a video in many cases.

8. Your Place to prepare brochure (Exposé) and advertisements.

9. Start of sales activities – adverts, issuing to known searchers, issuing to contacts/intermediaries.

10. Viewings and negotiation of offers. How long it takes to receive acceptable offers is largely a matter of pricing (With the given assumption that the preparation and marketing will be done well).

Once an offer has been accepted Your Place would ask the buyer for a reservation deposit (up to 1% of the selling price) with a deadline for going to the notary to sign the purchase contract within four weeks.

11. Your Place or the buyer to request notary to prepare a draft sales/purchase contract.

12. Checking and amendment of draft sales/purchase contract (Kaufvertrag) by Your Place together with The Seller. The Seller can also appoint a lawyer to check things his/her behalf, but mostly this is not necessary from the seller's point of view.

13. Notary meeting (Notartermin). This is the signing day. The Seller would either need to come over to Berlin to sign or sign a power of attorney to give someone else the authority to sign.

14. The notary finalises and issues the final version of the contract and then the land registry will then do the formality of the paperwork (2-6 weeks) and after that the notary will instruct the buyer to pay, normally with a 14 day payment term, although the payment schedule can be agreed by buyer and seller and stipulated in the contract. Completion occurs after payment by the buyer.

The buyer basically pays all costs: Broker commission, Notary fee, Purchase tax, Land registry entry.

The seller only really has to pay, in some cases, for a translator (two hundred euros) and for dissolution of his mortgage charge in the land registry (two hundred euros). Of course there might be costs involved in preparing the apartment for sale (e.g. repairs, painting). This depends on what the owner decides to do (and is related to pricing).

**Summary:**

**Preparation – 3 weeks.**

**Selling – around 1-3 months. Length of time depends on how ambitious the pricing is as the selling procedure itself will be done well.**

**Offer acceptance to payment/completion – 2-3 months.**