klühs & klingler notare

CHECKLIST

Sale and purchase of a real estate

The following checklist intends to facilitate the effective preparation of your pending notarization. Please note that the preparation of a draft by the notary usually already entails the entire fee for the notarization. Do you have any questions or are you uncertain about something? Then give us a call or arrange a meeting.

	seller 1	seller 2
Name		
First name		
Nee		
Date of birth		
Tax-ID		
Adress		
Place of residence		
Citizenship		
Phone no./Fax		
E-Mail		
Marital status	Please choose:	Please choose:
Matrimonial property regime	Please choose:	Please choose:

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	purchaser 1	purchaser 2
Name		
First name		
Nee		
Date of birth		
Tax-ID		
Adress		
Place of residence		
Citizenship		
Phone no./Fax		
E-Mail		
Acquisition proportions between several purchasers	◯ sole ownership ◯ ☐ % co-ownership ◯ acquisition as private partnership	◯ sole ownership ◯ ☐ % co-ownership ◯ acquisition as private partnership

Object of purchase	Main real estate	Ancillary parcels (improvement to land, parking space etc.)
Local court		
Land register of		
Page		
Serial no. of division I of the land register		
Adress		
Encumbrances in division II and III of the land register to be discharged	division. II: division III:	division. II: division III:

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Other encumbrances not registered in the land register	◯ no ◯ yes If so, which ones?	◯ no ◯ yes If so, which ones?
Movables, which are sold with the real estate (e.g. kitchen) respective part of the purchase price		
Quality defects known by the seller	◯ no ◯ yes If so, which ones?	◯ no ◯ yes If so, which ones?
Have the parties agreed on a certain quality of the property?	◯ no, sold in the current state ◯ yes If so, which ones?	◯ no, sold in the current state ◯ yes If so, which ones?
Are there still services to be rendered by the seller?	◯ no ◯ yes If so, which ones?	◯ no ◯ yes If so, which ones?
Only in case of condiminium ownership Are there any special rights of use (e.g. parking space, garden area etc.)?		
Only in case of condiminium ownership Is the approval of the condominium administrator required?	◯ no ◯ yes	If so, please state name and adress

Purchase price	
Amount of the purchase price	
Subdivision into price for land and building?	◯ no ◯ yes If so,.... € for the land € for the building € for sold movables € for Photovoltaic system

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Shall not be mature until (date)...	
Seller's banking details and IBAN	
Financing of the purchaser	◯ yes, via Contact person: Telefon: ◯ yes, but the bank has not been determined yet ◯ no, equity only

Former usage / Transfer of possession	
Object of purchase is currently...	Please choose
If not empty, object will be evacuated until	
Which rental agreement the purchaser will assume?	
Does the tenant pay VAT on the rent?	◯ no ◯ yes
Should the contract contain extended guarantees with regard to the rental agreement?	◯ no ◯ yes
Have the parties agreed on a further use of the object by the seller after transfer of possession? If so, please state duration, conditions	◯ no ◯ yes
Premature transfer of possession (when indicated via escrow account) Which date?	◯ no ◯ yes

In case of heritage building right (Erbbaurecht)	
Contract of heritage building right (please attach a copy)	Notarial deed of notary dated , Folio no.
Current owner of the real property	

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Current yearly interest on the heritage building right (Erbbauzins)?	
Has the owner already announced an increase of the interest on the heritage building right on the occasion of the sale?	◯ no ◯ yes If so, which amount?

Real estate agent clause	
Which agent has mediated?	
Who owes the commission?	◯ purchaser in the amount of ____ % of the purchase price ◯ seller in the amount of ____ % of the purchase price

Transmission of the draft via	◯ mail	◯ Fax	◯ e-mail	◯ will be picked up
Name of applicant				
Appointment proposal				

Please complete this form as far as possible and send it to us:

klühs & klingler notaries
Königsallee 92A, 40212
Düsseldorf F +49 211 86714-0

or via e-mail:

send E-Mail

You will shortly receive the desired drafts. Please feel free to call our office to arrange a suitable notarization appointment.

Thank you very much for your mandate.

Sincerely yours

Dr. Hannes Klühs & Marius Klingler

Notaries in Düsseldorf

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