

How to buy an Apartment in Germany?

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***Disclaimer:** This document has been written and compiled by Rimi Chatterjee. The author of this document is an expat living in Germany since 2014, and is an employee with Amazon, i.e., she is no professional real estate agent. As such, the views expressed in this document are a result of extensive research and her own experience while buying an apartment in Berlin as an expat during the 2020-2021 Corona pandemic lockdown. This document also focuses on (1) specifics while buying an apartment for self-use and not for investment purposes, (2) buying an existing apartment and not one under construction, and, (2) does not include details on how these processes differ when building a house from scratch. Readers are welcome to use the steps enlisted in this document as guidance, but are encouraged to also conduct some research of their own and seek professional help as necessary, since this will probably be the most expensive investment of their lifetime.*

Process and Detailed Steps



Steps 1 and 2: Check Affordability and Meet Mortgage Advisor

Before you start your property search, it is critical that you understand whether it makes sense to buy (and how much) and how high the loan is that you could qualify for. Knowing your affordability will give you the necessary information to understand what realistic range of property prices you could be looking at.

[This](#) website provides a good affordability calculator. The same website also has several mortgage financial consultants (*auf Deutsch: Finanzberater*) who work with you free of charge to get you an appropriate mortgage from a bank. An alternative option is to visit different banks and talk to them about your situation and mortgage requirements. The following documents will be required to approach mortgage consultants or banks: 1) last 6 months salary slips, 2) bank equity statements, 3) German residence permit/Niederlassungserlaubnis, 4) Lohnsteuerbescheinigung (Tax statements for past 3 years), 5) employment status and contract, and, 6) documents for any other loans/liabilities you might have.

Imp.: Blue Card holders seldom get a mortgage from German banks.

RESULT>> If discussions with the financial consultants or banks are successful, you will receive a confirmation (*auf Deutsch: Finanzierungsbestätigung*) that the bank is willing to finance you for a mortgage of X Euros. This document is very important, as you will need it with you when you wish to reserve an apartment of your choice. Check [Appendix A](#) for a snapshot of how this document looks.

Step 3: Go Property Hunting

Important Glossary of Real Estate Terms to Familiarize Yourself with:

Before you go property hunting, make sure that you familiarize yourself with specific legal and real-estate terms that you will need to understand to hold a fruitful conversation with the Makler (*real estate agent*). Please note that even native Germans struggle with this. So, the fact that you can hold a normal conversation in German won't be enough. The [glossary](#) provided in the document will help you prepare.

Property Hunting: How To's:

There are plenty of legitimate platforms that offer listings on apartments and houses for sale. You can also find extensive information on financing and other topics related to buying a property in Germany. Here are some of the platforms that offer legitimate properties for sale:

- [Ziegert](#)
- [Immowelt.de](#)
- [Immobilienscout24.de](#)
- [Everstate](#)
- [David-Borck](#)
- [Accentro](#)
- [Bepartofberlin.de](#)
- [Engel & Voelkers](#)
- [Provisionfrei listings](#)

Basically, the main things to look out for while searching on these websites is as follows:

- Do you want to buy a "Haus" or a "Wohnung"?
- Are you buying for "selbstnutzung" (*own use*) or "kapitalanlage/vermietet" (*to rent out*)?
- What is your budget? This will come from "[Step 1 and 2](#)" in this document.
- Do you want to buy apartments which are already built and ready to move in, i.e., "bezugsfrei", or, are you ready to wait? Note that sometimes properties which are still being built/renovated are put on the market at very low prices, so, you might strike a good deal in case you find a good property under construction and are ready to wait.
- What is the "Wohnfläche" you are looking for? Generally, 68 sq.m. is more than enough for a 2 room (*i.e., 1-bedroom apartment*) or a studio; but if you want 2 or more bedrooms (*i.e., 3+ room apartment*), 68 sq. m. is too small. In that case, 80 sq. m. or above makes more sense.
- What is the "Bezirk" or area you are searching the apartment in? [Here](#) is a very informative article on Berlin neighborhoods (*also [here](#) and [here](#)*). As a rule of thumb, the more centrally located an apartment is (*i.e., in the A zone in Berlin ring*), the more the "kaufpreis". As long as the area is well connected to the

“stadtzentrum” and has “verkehrsanbindung” you should be fine. Also, Wedding, Marzahn, Spandau, and Reinickendorf areas should be best avoided unless you have a car of your own.

- How many rooms or “zimmer” do you want?
- **Other specifications:**
 - Do you want an “Erdgeschosswohnung” (apartment on ground floor), or “Etagenwohnung” (apartment not on the ground or top floors) or “keine erdgeschoss” (not on the ground floor)?
 - Do you want the apartment to come with a built-in kitchen, or, “Einbauküche”, or, would you like to build your own kitchen?
 - Do you want the apartment to be “provisionsfrei”, i.e., no makler/real estate agent fees?
 - Do you want a “balkon/terrasse/garten”?

When going through the listings, make sure that you pick apartments which have clear pictures, with pictures of the “Grundriss” or floor plan. Look for the condition of walls, switches, electrical fittings and floors in the pictures. While small painting work during moving into a new apartment is acceptable, an apartment which is in shambles is a deal breaker. Most banks will refuse to loan money for an apartment which is in poor condition.

Once you find a few apartments you like, contact the seller. In case, you struggle with professional/legal real estate vocabulary in German, you can make a request to the seller to check if he/she can correspond with you in English (*some of them will welcome the invitation of exercising their English language skills with a native English speaker*)! **Remember to ask for an “expose” of the apartment and a “Besichtigung termin” or viewing appointment to go and take a look at the apartment.** Sample email requesting an apartment viewing in [Appendix B](#). *Do not make a purchase decision by just looking at pictures and videos of the apartment online. When I was house hunting, I found several apartments with beautiful pictures online only to find that the apartments were badly in need of renovation. Schedule a viewing, and go look at the apartment yourself.*

Once the seller responds back with a date and time for viewing the apartment, here are the following things you should check during the viewing:

- **Locality of the apartment building:** are there grocery stores, pharmacies, and public transport connections nearby? Does the locality look safe? Look at the cars parked on the road: what make and model, and condition the cars are in? The last point will give an idea about the economic strata of the population living in that area.
- **State of the apartment building:** Does the building look well maintained from the outside? Is the paint fresh? What condition is the door/gate to the apartment building in? Do the locks on the door/gate function?
- **Inside the apartment building:** Is the staircase clean? Look at the letterboxes and names on them: this gives you an idea of the diversity of residents, and, if you see 3-4 names on each of the letterboxes you will know instantly that the apartment is not lived in by families but used as a WG (Wohngemeinschaft) by students/young professionals. Look at the condition of the basement/cellar, garbage disposal areas and bins: ensure there isn't any “schimmel” or mold in the cellar, and ensure that it is well maintained. If the apartment has a lift, ensure that you take the lift up and down to verify its working condition.
- **Inside the apartment:** What is the “deckenhoehe” or ceiling height? What are the conditions of the:
 - **Wand (Walls):** A little bit of peeled paint is fine, but “schimmel” is an **absolute no-no**. Also, tap on the walls and see how thick they are: would you be hearing people go up and down the stairs?
 - **Boden (Flooring):** Floors should be well maintained, clean, and devoid of scratches.

- **Tueren (Doors):** Doors should be robust with fully functional locks. In case the doors are faulty, check with the seller whether you can replace them (*altbau apartments have very specific requirements for doors and windows and sometimes they cannot be changed*). In case you have the liberty to change doors, it is fine, just set aside around 300 EUR per door you need to replace in your renovation budget.
- **Fenster (Windows):** Windows should be robust with fully functional locks. In case the windows are faulty, check with the seller whether you can replace them (*altbau apartments have very specific requirements for doors and windows and sometimes they cannot be changed*). In case you have the liberty to change windows, it is fine, just set aside around 300 EUR per window you need to replace in your renovation budget.
- **Teppiche (Carpeting):** Carpets, when present, should be clean, or else, you need to factor in another 1000 EUR in your renovation budget.
- **Schalter (Switches) and Stecke (plugs):** Electrical fittings should be fully functional and should look safe (*not burnt, dirty or rusty*) in the apartment. If required, carry your cell phone charger in your bag and try one of the plugs in the apartment.
- **Badezimmer:** Check that the “fliesen” or tiles are clean, and check for “schimmel”. Check that the “wasserhahn” or taps are working properly: if they have hot and cold-water connections, ensure that the hot water is flowing fine, if not, ask the seller. Check with the seller whether the bathroom has the connection option for a “waschmaschine” or washing machine.
- If the apartment comes with a **garden**, check with the seller regarding who is responsible for the maintenance of the garden (*specifically if the apartment is on the ground floor*).
- **Heating for the apartment:** check whether it is oil or gas heating, and whether the boiler for the heating is within the apartment or shared by all flats in the building.
- **Hausgeld:** Check if the heating and water charges are included in the hausgeld. If not, these charges will pile on to the monthly payments you need to make.
- **Renovation:** Ask the seller when the apartment and the building was last renovated, and, how often the common areas in the apartment, i.e., the “treppenhaus” or staircase and other common areas cleaned.
- **Check if the apartment is Provisionsfrei (no real agency fees):** Saving on real estate agency fees can spare you big bucks! On 23-Dec-2020 a new law was passed (“Gesetz über die Verteilung der Maklerkosten bei der Vermittlung von Kaufverträgen über Wohnungen und Einfamilienhäuser” (§§ 656a to 656d BGB)) which significantly reduced the agency fees that the buyer has to pay (*for example, in Berlin a cap was set to 3.57% of the purchase price to be paid as agency fees by the buyer, and the rest to be paid by the seller.*) [This website](#) discusses the different aspects of the law ([Maklergebühr for different states in Germany](#)).

In case the apartment you like has renovation needs that you have to support, [this website](#) will help budget for it. However, it is highly recommended not to buy an apartment which is dilapidated, since the bank's appraisal will prove that the apartment might be over-priced, and you won't be eligible for the mortgage.

Finally, if you like any of the apartments after viewing, ask for the seller or the makler to share the following documents with you: nebenkostenabrechnung, wirtschaftsplan, teilungserklärung, grundbuchauszug, and rücklagenübersicht. The following section will focus on what to look for in these documents.

Finalizing the Property/Reviewing Long Documents!

The following 3 documents are probably the most important documents that you should minutely review before making a purchase decision:

Grundbuchauszug:

The Grundbuchauszug, or excerpt from the land register provides information about the location and size of the property, ownership, leasehold rights as well as existing and existing loans and mortgages on the property. The Grundbuch enjoys public faith and is changed with every relevant legal transaction (purchase, donation, etc.) so that you can trust the accuracy of the information.

In addition to the classic land register, there are some special forms of the land register that serve the same purpose, but are intended for special types of property ownership. This first and most common special form is the apartment and partial ownership land register for ownership of, for example, owner-occupied apartments, garages and parking spaces of partial ownership. In addition, there is the heritable building right land register (Erbbaurechtsgrundbuch) for the ownership of a heritable building right property, as well as the apartment and partial ownership land register for apartment and partial ownership of a heritable building right property. There are three other land register forms for very specific types of property. These include the mountain land register, the railway land register and the fishing land register in Bavaria.

Each property has its own land register sheet with a consecutive number. Upon request, all properties belonging to an owner can be brought together on one land register sheet. The prerequisite for this is that all properties are kept by the same land registry. The cover sheet of a land register sheet is called the label. The responsible district court, the district of the land register, the number of the land register sheet, the date of the last change to the land register sheet and the date of the present printed document are noted here. The property is identified in the inventory by specifying its parcel, the parcel, the type of property and the size of the property. These data are determined by the responsible land registry office. In the so-called inventory register, properties, rights equivalent to real estate, co-ownership shares and possible changes to the register can be read off. In addition, there may also be any existing rulership notes that mean the prevailing right to someone else's property.

An extract from the land register consists of several parts:

1. **Cover sheet (or label):** The name of the competent local court, the name of the land register district and the number of the land register sheet are given here.
2. **Inventory:** Information on the district, corridor, parcel and the location (address) as well as the type of use and size are given here.
3. **First department (owner):** Here are the owners. If several are mentioned, the percentages are given. If the ownership structure has changed, it is indicated here when the entry was added and for what reason. For example, whether the property was bought, inherited, left (relinquishment) or acquired through a foreclosure auction. This section of the land register is changed in the event of a change of ownership. Therefore, an excerpt from this area is considered proof of ownership.
4. **Second division (loads and restrictions):** All restrictions and encumbrances of a property are recorded in the second section of the land register sheet. The burdens include, for example, easements, contradictions, reservations, residential and usage rights as well as heritable building rights or rights of first refusal. Restrictions include notices relating to bankruptcy, succession, restructuring and foreclosure. This also includes regulations for condominiums and structural restrictions.
5. **Third department (mortgages, land charges, pension debts):** Property liens are noted at this point. This includes mortgages, land charges, liens or pension debts that encumber the property.

There are basically two ways in which a land register can be wrong. The first possibility is with an inheritance. Owners in the land register are the heirs at the time of the death of the original owner. It may be that the heirs are not yet registered at the time of inspection and the land register is therefore incorrect. The second case is extremely rare. For example, by entering incorrect information in a false document. Should this be found, the person affected by the inaccuracy can arrange for the correction. Depending on the inaccuracy, this can be a long and difficult process. Please refer to [Appendix C](#) for an example of a Grundbuchauszug.

Teilungserklärung:

The Teilungserklärung, or declaration of division is a legal term that is regulated in German condominium law and in Section 8 of the Condominium Act (WEG), also called Wohnungseigentumsrecht und in § 8 des Wohnungseigentumsgesetzes (WEG). In such a declaration of division, the owner of a property declares to the land registry that ownership of the property will be divided into co-ownership shares. With each share, the individual ownership of a specific apartment or the partial ownership of rooms not intended for residential purposes is connected. Such a division means that each apartment can be sold and charged separately. The declaration of division is indispensable when it comes to regulating the ownership structure in apartment buildings. The declaration of division shows what is called communal property and what is separate property in an apartment building. Common property includes property that is used jointly, for example the stairwell or the laundry room. Private property, on the other hand, is property that is intended for individual use. This includes the condominiums, of course, but the associated basement rooms can also be privately owned. **So, in simple terms, it states that if there is a shared expense on the building (say rooftop maintenance, or painting of the outside of the building), what % of that cost you will be bearing.**

1. **Miteigentumsanteil:** In German condominium law, a co-ownership share is a fraction of the common property of a community of apartment owners ([Wohnungseigentümergeinschaft](#)). When converting a building into condominiums, the sharing owner determines how many joint ownership shares (MEA) are represented for each separate property. The fragments are often given as parts of 1000, for larger objects also by 10,000 or even more. In principle, a fair distribution key is assumed, which is based, for example, on the ratio of the living space of the condominiums. The co-ownership shares are the starting point for a distribution of the costs of the common property. With a declaration of division, the apartment and / or partial ownership is therefore presented at the property law level ([Section 2 WEG](#)). Within the limits set by the Condominium Act, the declaration of division can stipulate which parts of the house are privately owned and which are to be regarded as joint property.
2. **Sondereigentum:** According to the German Condominium Act, individual property is a right to an apartment that is largely equal to full property. This special right of ownership can optionally also exist in rooms that are not used for residential purposes, such as business premises, workshops, storage rooms, medical practices, etc. The separate property is regulated in [§ 5 WEG](#), whereby the scope is again recorded in the declaration of division. Separate property includes all rooms in the apartment including floor coverings, wallpaper, built-in furniture, non-load-bearing walls within the apartment, sanitary installations and, if applicable, other rooms such as the basement or attic that are located outside the locked apartment. The difference between special and communal property has high consequences in terms of costs. Special usage rights can also be included in the declaration of division. These are often given for the benefit of the owner. A special right of use enables the authorized owner, for example, to use a certain part of the common property alone and to the exclusion of the other co-owners. Mostly it is parking spaces, garden areas, terraces, attics and cellar compartments that come under the special right of use. These areas then remain jointly owned and are still subject to community administration.

Wirtschaftsplan:

In general, a Wirtschaftsplan or business plan in a WEG administration is used to plan the finances of the community for the following financial year and to define precise income and expenditure management. If it is a WEG with external management, the manager must draw up the business plan and submit it to the owners for review. The business plan only regulates the costs incurred for the common property. These must be borne by the community. For this reason, it must be regulated which expenses will be incurred for which things and how these will be passed on to the individual members of the WEG community. In addition, the business plan provides the legal basis for determining the monthly house money advances (hausgeld) and is valid until the next owners' meeting. Ultimately, this ensures the solvency of the community of owners, who have to settle bills from utility companies and various other claimants over the course of the year. In the 3rd section of the WEG, Section 21 (management by the apartment owners) already mentions the business plan in connection with the definition of the criteria for a proper administrative service that corresponds to the interests

of the community. As a rule, an administrator is appointed for everyone in the legal form of apartment ownership, whose tasks and powers are defined in [Section 27](#) of the WEG. In addition, in Section 28, the requirement to draw up a business plan including the content of the plan was anchored directly in the law. This underlines the special importance of this plan for the functioning of an apartment owner's association. In this way, apartment owners can also request the administrator to draw up and present this plan for themselves without authorization from the community of owners. The obligation of the apartment owners to pay the monthly **Hausgeld**, as well as its due date, are specified in the business plan for the respective business period.

In connection with the business plan, the term **Hausgeld** is mentioned again and again. In a WEG community, the **Hausgeld** describes the monthly payments to be made by the owners to the administration, which are supposed to bear the community costs of the property. The payment of these is an obligation of the apartment owner. Since these house allowance payments are made monthly, the business plan is drawn up at the beginning of the year for better planning, which among other things determines which contributions are paid by the members. The amount of the contributions of the individual members or the proportion of the costs that individual members bear can be determined in several ways. At the end of the financial year, a final **Hausgeldabrechnung** or house fee statement is drawn up, which checks whether the advances paid by the members have borne the costs incurred. Each member of the WEG community receives an individual statement that includes any back payments or repayments. At the end of the year, all possible shortfalls are compensated and the annual budget of the WEG community is thus closed. Refer to [Appendix E](#) for an example of a Wirtschaftsplan. The most important types of costs in the business plan are shown below:

- **Wasserversorgung und Entwässerung** /Water supply and drainage
- **Heizkosten** (nur bei Zentralheizung) /Heating costs (only with central heating)
- **Warmwasserbereitung** (nur bei zentraler WW-Aufbereitung) /DHW heating (only with central DHW heating)
- **Müllentsorgung** /Garbage disposal
- **Hausreinigung und Gartenpflege** /House cleaning and garden maintenance
- **Versicherungsprämien** /Insurance premiums
- **Kosten der laufenden Instandhaltung** /Ongoing maintenance costs
- **Verwalterhonorar** /Administrator fee

These types of costs are specified in the Operating Costs Ordinance (**Betriebskostenverordnung BetrKV**) and are mandatory to be set up by the administrator in the planned amount. In this context, the discussion of allocation is also important. Because as an owner who rents out his apartment, parts of these costs are generally passed on to the tenants. However, the following costs may not be allocated from the cost types mentioned:

- Maintenance costs
- Costs for creating a maintenance reserve

Points to check as a buyer:

1. High costs for property management can certainly lead to the conclusion that property management is particularly professional. So, it is always a good idea to match the **Hausgeld** amount with the condition of the common areas in the property when you go for a viewing.
2. A prospective buyer will compare the energy costs with the energy certificate, which the seller of the apartment must hand over during the viewing appointment. Since energy costs are a significant cost factor in the maintenance of a property, annual financial statements in the business plan are valuable sources of information.

3. Take care of the **Instandhaltungsrücklage** or maintenance reserve. A homeowner's association's maintenance reserve is like a life insurance policy. If there is no adequate maintenance reserve, as a buyer you may be burdened with considerable extra charges for renovation or refurbishment measures in the foreseeable future or that the residential complex will expire due to a lack of liquidity.
4. Only when the new owner's name is entered in the Grundbuch/land register is the purchaser obliged to bear the burden of the common property. In the purchase contract, you can at best agree internally with the seller in case the seller wants the purchaser to bear the maintenance costs at an earlier point in time.

Imagine buying a condo and forgetting to inquire about the house allowance. Under certain circumstances, this can be a high unexpected financial burden for you. Before you buy a property, you should take a look at the economic plans of the past few years. There you can see exactly whether money has been spent on repairs in recent years and if so, how much.

Remember: A sensible buyer will pay attention to the cost of maintaining the apartment.

Hausgeld Explained:

The owners of an apartment have to pay advances to the property management every month. These advances are known as **Hausgeld** and are set out in a previously drawn up business plan. Many people use the term **Wohngeld** and mean **Hausgeld**. According to the **Wohngeldgesetz** /Housing Benefit Act, however, the **Wohngeld** has another meaning and is therefore excluded from Section 16 (2) WEG:

- **Wohngeld** or Housing benefit is paid by the state as a social benefit for low-wage earners and serves as a rent allowance.
- As the owner of a condominium, you pay the **Hausgeld** every month to ensure that the communal property is managed, maintained and looked after.

There are several costs in community property that are covered by the Hausgeld. These include heating costs, administrative costs (e.g., fee, account fees) and operating costs (e.g., water, house electricity, caretaker, garbage disposal, stairwell cleaning, gardening). But the ongoing maintenance costs for the communal property are also paid for with the Hausgeld. If repairs or modernizations are necessary in the condominium itself, these must be commissioned and paid for by the owner. According to Section 21 (5) (4) of the WEG, the administrator is obliged to save for a **Instandhaltungsrücklage** /joint maintenance reserve. The Hausgeld is higher if the property has an elevator or other amenities such as a swimming pool or sauna. The costs incurred are allocated using distribution keys. [Section 16 of the WEG](#) states the following: Each apartment owner is entitled to a fraction of the uses of the common property, which corresponds to his share. The share is determined according to the ratio of co-ownership shares entered in the land register in accordance with Section 47 of the Land Register Regulations. This ensures a fair distribution among the apartment owners. When a homeowners association is set up, each apartment is assigned certain co-ownership shares. These are not changed afterwards.

As an example, you can see an extract below from the Grundbuchauszug with the co-ownership shares:

1	-	62,47/1.000 - Miteigentumsanteil an dem Grundstück Flst. [REDACTED] [REDACTED] Gebäude- und Freifläche verbunden mit dem Sondereigentum an der Wohnung nebst Kellerraum, im Aufteilungsplan mit Nr. 8 be- zeichnet.	4 70
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As a rule of thumb, remember that the older the building, the higher the Hausgeld. In this case, maintenance work is logically more likely than with a new object. To finance this, more Hausgeld has to flow in order to keep the maintenance reserve as high as possible.

Step 4: Reserve the Property

Once you find your property, you should agree with the seller on the price and terms. When buying through a real estate broker, the most common method of securing that property is to sign an official reservation agreement. After you have viewed the property, the seller/real estate broker will send you a reservation form. In these cases, it is often on a “first come, first served” basis. In some cities, like Berlin, where real estate brokers are more picky due to the high demand, it can pay off to have a pre-financing agreement set up via a mortgage expert or lender. To reserve a property, you will typically need to pay a reservation fee (0.5-1% of the property price). In some rare cases, reservations can be free of cost. Only after the reservation fee has been paid, will the property be reserved in your name and be taken off the market. The reservation period usually varies between 2-4 weeks and that should give you enough time to finalize your mortgage. If you go ahead with the property purchase, the reservation fee will be deducted from the broker commission or the property price.

If you decide not to purchase a property that you have reserved and paid a fee for, the reservation fee is legally required to be paid back. The bank will get you back the reservation fee!

Steps 5, 6 and 7: Everything Mortgage!

Most people will need a mortgage (Hypothek) when buying a house in Germany. Most major banks in Germany like Postbank, Commerzbank, and DeutscheBank offer mortgages and have mortgage advisers at their banks. You can apply on their websites online and then have a phone call or personal meeting afterward. You should search for offers from different banks to compare and get the best offer. Alternatively, you can appoint a Finanzberater/Financial Consultant who can do most of the heavy-lifting for you. Most of the time, their services come free of charge, since they get a commission from the bank if the mortgage is approved. It is important to take a mortgage that is affordable for you. In case you fail to pay back, your property may be repossessed and it can be difficult for you to borrow money in the future.

Elements in a mortgage:










1. **Eingesetzte Kapital/Down Payment:** In Germany, it is recommended to pay at least 20% of your house price as a down payment. You may have to pay more if the bank considers that you have a higher risk, e.g., if you are an expat. However, it is also possible to pay less than that or even get a 100% loan under certain circumstances.
2. **Gebundener Sollzins/Interest rate:** The interest rate of your mortgage will depend on the amount of your down payment and also the duration of your mortgage.

3. **Zinsbindung/Mortgage duration:** The duration of your mortgage depends on the amount of your loan and the annual repayment you are going to make. A mortgage period usually lasts for 25 or 30 years. In many cases, the interest rate is fixed for the first 10 years. Afterward, you have to make a new loan contract based on the circumstances by then.
4. **Additional annual repayment (Sondertilgung):** In many loan contracts, you may have the option to pay an additional annual repayment of around 5 – 10% of your original mortgage amount. By doing so, you can reduce the amount of your total interest payment. This is because the more annual repayment you made, the less interest you will have to pay.

7 things you need to know before mortgage applications:

**This section has been sourced from <https://hypofriend.de/en/mortgage-tips/>

1. **Don't believe everything you read online:** The interest rates quoted online are not realistic rates, these are used to catch your attention only, like on Immobilienscout24. For example:

	690 € Anfängliche Monatsrate	ab 1,35 % eff. Jahreszins	 18 Bewertungen	Weiter	9,6 Km 
<small>Repräsentatives Beispiel für Stefan Stallkamp, Bonität vorausgesetzt. 1,34 % gebundener Sollzins / 1,35 % effektiver Jahreszins / 10 Jahre Sollzinsbindung. Zu zahlender Gesamtbetrag: 317.015 EUR (460 Raten, Laufzeit 38 Jahre 4 Monate). Verbraucherdarlehen für Immobilien sind durch die Eintragung einer Grundschuld besichert.</small>					
	700 € Anfängliche Monatsrate	ab 1,42 % eff. Jahreszins	 263 Bewertungen	Weiter	0,5 Km 
<small>Repräsentatives Beispiel für EICHEN & FRIENDS, Bonität vorausgesetzt. 1,39 % gebundener Sollzins / 1,42 % effektiver Jahreszins / 10 Jahre Sollzinsbindung. Zu zahlender Gesamtbetrag: 319.121 EUR (456 Raten, Laufzeit 38 Jahre 0 Monate). Verbraucherdarlehen für Immobilien sind durch die Eintragung einer Grundschuld besichert.</small>					
	700 € Anfängliche Monatsrate	ab 1,42 % eff. Jahreszins	 259 Bewertungen	Weiter	1,3 Km 
<small>Repräsentatives Beispiel für RB finance & service - 23 Jahre faire Baufinanzierung, Bonität vorausgesetzt. 1,39 % gebundener Sollzins / 1,42 % effektiver Jahreszins / 10 Jahre Sollzinsbindung. Zu zahlender Gesamtbetrag: 319.121 EUR (456 Raten, Laufzeit 38 Jahre 0 Monate). Verbraucherdarlehen für Immobilien sind durch die Eintragung einer Grundschuld besichert.</small>					

The top three providers quoted here are brokerage services and not mortgage lenders, hence they do not set the interest rates, but they only pay Immobilienscout24 a fee to be listed there. The interest rate can only be determined once the property value is determined among others, because this is the value that you are borrowing against and determines the loan-to-value ratio (the ratio of the loan to the property value), the most critical component in determining the interest rate. Hence, you should be skeptical of interest rates comparisons that do not ask for the property value & loan amount. Variables that affect the interest rate include: the loan-to-value ratio, the loan amount, the fixed interest period length, and bank specific conditions like the proximity of the property to where you normally live.

2. **Discrimination is (sometimes) a thing:** While banks say they don't discriminate, they do offer different conditions to different people based on things like EU residency. For example, your residence status has a large impact on your borrowing limit. While EU permanent residents can borrow up to the entire value of the property, limited or temporary non-EU residents can borrow at most 90% but usually only 80%. This means that as a non-permanent resident buying in Berlin, you need to cover the purchase fees of 15% and add up to 20% equity to cover the down payment.
3. **Only your recent income history counts:** Banks only take your current employment into consideration, so if you expect a large pay increase soon, it may make sense to wait with purchasing a property. To verify your income, your last 3 payslips must be submitted if you are employed. If you are self-employed you may be required to provide your profit & loss statements for the last 3 years. Banks will use this to determine your monthly disposable income to understand whether you can afford your monthly payment, both in good scenarios & bad scenarios.
4. **Your age matters:** Age is relevant because it determines your minimum repayment rate, as most banks will want to guarantee that you are done repaying by retirement, or have an adequate pension already built-up for repaying your mortgage at that time. Older people often struggle meeting the income requirements because they are required to expend more of their income to the monthly payments.
5. **Some banks will try to undervalue a property:** Banks use different property valuation methods (e.g: **Sprengnetter**), hence what you pay may not be the property value that they give you. Some banks even systematically put a lower value on the property than what it sells for. Banks may send a surveyor when the property is above €500,000. As banks are relatively pessimistic, they will use a low property value to inflate your loan to value, which may drop you into a higher interest rate bracket.
6. **Banks won't always tell you the whole story:** Generally, bank's interests are not aligned with yours, that means they may benefit from withholding information around conditions or fees. For example, if you do not explicitly ask for the "**Bereitstellungszinsen**" period you may catch yourself being forced to cough up extra interest payments even if the construction on your property is not finished or the full amount is not actually paid out. The standard maximum "interest free period" is 12 months, some banks may offer up to 24 months but this comes at a premium. Additionally, it is quite standard in Germany to pair a government-sponsored loan from the [KfW](#) with a bank loan. The KfW loans often carry more favorable terms and lower the overall interest cost as the bank regards this as equity, because it takes out the risk on their own balance.
7. **Don't settle for subpar products:** Just in case you do not close a mortgage with your bank, because you for example decide to wait to purchase a property. Some banks may try to sell you a complicated financial product in the meantime, called a [Bausparvertrag](#). This savings contract works similarly like a mortgage, where you agree on a loan amount, an interest rate, and a monthly payment that you place in a savings account every month. This savings contract is then paired with a mortgage at an agreed upon point in time and acts like a down payment. The interest you gain on the money you put aside is very low and is often not worth it and it's not guaranteed that you receive the loan at the end of the period. What is guaranteed is that there is a 1% closing cost, whether you end up using it or not. So be warned. While bank independent mortgage advisors are legally required to state how commission they earn, banks are not held to the same standards.

Things to Remember:

1. **You are not tied to your bank forever:** Banks won't tell you that you can use your right to cancel your mortgage after 10 years, and refinance with another bank or sell your property tax-free, as stipulated in the German [Gesetz](#). Banks may charge you hefty penalties if you decide to break your contract before this 10 year mark. These penalty fees are the difference between the current rates on government bonds (that are lower than mortgage rates) and the interest rate that you have fixed with them. This is referred to as "**Vorfälligkeitsentschädigung**". This makes it difficult to fix and flip properties.
2. **You can refinance your mortgage and find better deals earlier than what you think:** Banks won't tell you that you can close your follow up financing up to 5 years before your earliest refinance date with a so-called Forward mortgage. This unique financial product allows you to lock in the interest rate for a loan amount at the

end of your fixed period or at the 10 year mark, whichever comes first. Banks don't like to tell you as you might get a much better rate when shopping around, as your financial situation and your loan to value ratio have much improved. Your own bank may not give you much credit for that.

3. **Early repayments can save you money:** During your mortgage, you may notice that interest rates are rising. If you are weary that at the end of your fixed interest period, you may be left with a hefty loan balance and need to refinance at a higher rate, there are measures you can take to decrease the loan balance. Be sure to check your mortgage contract to see if you can make use of "**Sondertilgung**" or extra-payments annually. This may allow you to accelerate your repayment by paying anywhere from 5% to 10% back on an annual basis.

Different types of loans in Germany:

1. **Fixed-rate loans:** These loans consist of both capital and interest repayments. The interest is fixed in the contract. You will have to pay usually between 2 – 3% capital repayment annually. At the beginning of the loan period, the interest portion of the installment is high. As time goes by, more capital repayment will be paid off. So, the interest portion of the installment will get lower while the portion of capital repayment will get higher.
2. **Variable-rate loans (Flexible Darlehen):** These loans are similar to the loans above except that the interest rate is not fixed. Instead, the interest rate is adjusted every three months based on the Euro Interbank Offered Rate (Euribor), plus an adjustment of around 1%.
3. **Building loan contract (Bausparvertrag):** In this contract, you have to pay money into a savings program for a fixed period. At the end of the period, you would have saved up a large sum of money and you could use that to pay off your mortgage.
4. **Interest-only loans (Zinszahlungsdarlehen):** For these loans, you are required to pay interest only but no capital repayment for a fixed period. It is good for *investment only properties* as the interest payment is tax-deductible. However, you will have to make sure you have other ways to cover the outstanding loan if you decide to take an interest-only loan.

Additional expenses to Consider (along with the Kaufpreis):

1. **Agency Fees/Maklergebühren:** If there is an estate agent (Immobilienmakler) involved, you will have to pay the estate agent's fee. The cost can range from 1.5 to 7%, depending on how the commission is split between the buyer and the seller. Once you agree on the property to buy, your agent will arrange a notary contract between you and the seller. You will have to pay the agent's fee after the contract has been completed.
2. **Property Sales Tax/Grunderwerbsteuer:** When you buy a house in Germany, you will have to pay the property sales tax which is around 3.5 to 6.5% of your property's price. This tax is billed by the federal states (Bundesland) and the cost is different depending on the states.
3. **Notary and Registration Fees/Notargebuhr:** Once you find your dream property and agree with the seller, you will need to sign a contract. The contract needs to be signed with the presence of a notary. The notary is responsible for preparing the contract, hosting the signing ceremony, and entering the sales of the property in the land register. It will cost around 2-3% of the property purchase price to pay for the notary's and registration fee. The notary also has to make sure that you understand the German purchase contract before signing it. So, if your German is not sufficient, you may want to bring an interpreter with you. In that case, you will need to take into account the interpreter's fee as well.
4. **Other Costs:** You may want to evaluate the value of your property to make sure the purchase price is reasonable. There are different ways to do a property assessment and it can cost from a few hundred to more than a thousand Euros. You may also need to pay for house repair costs if you purchase an old property. One point to note is that for investment properties, your related repairs and maintenance expenses are tax-deductible against your rental income.

Process of Signing Mortgage Contract:

After the property has been reserved in your name, you will have several weeks to finalize your mortgage contract. Ideally, you have already met your mortgage advisor before reserving your property so that you can quickly get your mortgage approved. Together with a mortgage advisor, you will then analyze your personal situation and find the right mortgage with your situation. The advisor will take the property (and its valuation) into account to finalize your mortgage, applying at the bank that gives you the best rate for this combination.

To finalize your mortgage contract, you must have all necessary property documents from the seller. In addition to your personal documents, the property documents are essential to complete your mortgage application. Your mortgage advisor will combine all personal and property documents and submit the entire mortgage application to the most suitable mortgage lender.

After your mortgage application has been submitted, **it will usually take a lender 3-10 working days to process your application**. Some banks may ask for additional information to clarify questions related to your employment status, residency status, income etc. Ideally, your mortgage advisor will have prepared this beforehand to reduce the chance of any surprises. **In some cases, for example with properties valued over 500K, the bank may have your property appraised by an external expert to determine the final value.** After all remaining questions have been clarified, the bank will let your mortgage advisor know about the final mortgage approval.

After receiving the mortgage approval, you will typically have up to 2 weeks to sign your contract (your mortgage conditions will not be subject to change during that period).

It is important to note that there is no financial or legal obligation if you decide to not sign a mortgage contract that has already been approved by the bank. The bank will not charge you any penalty fee for not signing the contract. This gives you the flexibility in case something does not go as planned.

Steps 8 and 9: Review and Sign Purchase Contract

After you have reserved the property and signed your mortgage contract, the next step will be to start drafting the **Kaufvertrag**/purchase contract between you and the seller. A public notary, that either you or the seller is free to choose, will create the first draft of the purchase contract. In case you are not comfortable with German, you can ask for a second opinion from an English-speaking Notary (refer [here](#) and [here](#) for English speaking real estate lawyers who can represent you at the Notary appointment). Leading up to the date of you signing the final version of the purchase contract, you can communicate with the notary and propose changes and additions to that draft. It should be noted that from the day that you receive the first draft, **there is a mandatory 14-day waiting period before the final contract could be signed at the notary's office.**

On the day that you sign the purchase contract, you will need to visit the notary office personally. At the notary, you will meet the seller. The notary will read you the entire purchase contract out loud. You are allowed to ask questions in between and potentially propose last-minute edits to the contract. The notary procedure usually takes 1 hour. The notary will arrange for you to be named as the future owner of the property in what is known as a priority notice. This notice is written to the land registry ("**Grundbuch**"). This notice implies that you have been named as the only buyer and protects your right to have the title of ownership transferred to your name 8-16 weeks later. **From the date that you sign the purchase contract, you also become liable for all rights and obligations that come with owning property, e.g. maintenance fees, property tax etc.** In some German states, a sworn interpreter is needed to translate the notarization. In some other States, a friend with very good German could be accepted. Some banks will need the purchase contract to be in the language of the buyer (e.g. ING).

Payment Method Selection:

Under normal situations, a direct payment method is advised in purchase contracts. Per the direct payment method, the purchase price is due within 5 weeks after notarization, but not before the expiry of two weeks after the notary has confirmed to the purchaser in writing that the following conditions have occurred:

- The priority notice to secure the claim to **transfer of the ownership of the apartment is entered in the Grundbuch.**
- The notary has received the documents for cancellation or release of lien for all encumbrances not to be assumed by the buyer in due form.
- All approvals required for the effectiveness and execution of the purchase contract have been obtained, with the exception of the clearance certificate from the tax office.

If the notary has not sent the notice of maturity within 2 months of the date of notarization because the conditions for maturity have not yet been completely fulfilled, in particular if the entry of the priority notice by the Grundbuch has not yet been made, the buyer has the right to demand the settlement of the purchase price via a notary **Escrow account (Notaranderkonto "NAK")** to be opened by the officiating notary in writing with the notary.

However, due to the Corona lockdown, the entry in Grundbuch can take upto 6-8 months. Under such circumstances, the buyer can ask the notary to change the purchase contract to specifically state an **Escrow account (Notaranderkonto "NAK")** to be the main method of payment. This can be requested only if the buyer can evaluate his/her reason to get possession of the apartment on priority by producing a legal document that states that the buyer may have to vacate his/her current place of residence within a given date (*rental contracts/Mietvertrag which state a specific date can be used*). In this case, an Escrow Account payment method is stated in the purchase contract, and a condition is specified that if by XX date the entry is not made in the Grundbuch, then the notary will open an Escrow Account to process the sale of the apartment. Opening an Escrow account can result in a one-time fee of €900-1000, which the buyer has to bear.

What happens after signing the Kaufvertrag?

Once everything is signed, the notary's job has only just begun. He guides his clients through the business as it was determined in the contract. To do so, he has received powers of attorney from both parties during the certification meeting. In most cases, the next steps are as follows:

1. **A notice of conveyance is entered:** The notary requests that a notice of conveyance is first entered into the land register for the benefit of the buyer. Above all, the notice of conveyance protects the buyer from creditors who might want to get their hands on the property before he is entered as the owner. As soon as the preregistration is entered, the buyer can pay the purchase price. He doesn't have to wait until he is listed as the owner in the land register.
2. **All required documents on the notary's desk:** In order to enter the new owner, the notary will request all the required documents. If the land register still has old mortgages that were ordered by the seller, then these will now be deleted. Theoretically, it's possible that the buyer assumes the debts and uses his bank loan as security. The advantage of this approach is that the seller saves the cost for deleting the old mortgage and the buyer saves the land register costs for ordering the new mortgage. However, this model only makes sense if the purchase is financed through the same bank that the seller took the credit from. Finally, the notary also makes sure that the community sends an explanation that it waives its right of first refusal. For the protection of the buyer, the notary will only transfer the ownership to the buyer once he has made sure the purchase price has been paid in full.
3. **The land transfer tax has to be paid:** Once the purchase contract is certified, the notary sends a copy to the tax office. The office then orders the buyer to pay the land transfer tax. Only after the tax has been paid will the tax office create the so-called certificate of good standing which is required for transferring a property.
4. **In the end comes the order "Please pay up!":** After the contract is concluded, it usually takes two to eight weeks until the notary approves all the documents. After that, he requests the payment of the purchase price – for instance within two additional weeks. The purchase is transferred directly to the account of the seller or, if he still owes money to the bank, directly to the bank.

When a notary's Escrow account is required?

The situation where the buyer first transfers money to the account of the notary (notary's escrow account), who then later transfers it to the buyer, only happens in special cases. For instance then, when the buyer wants to move in straight away and doesn't have time to wait for the entry of the preregistration. In that case, the money stays on the notary's escrow account until all the requirements for the charge-free property purchase are fulfilled by the buyer.

The keys are usually handed over prior to the entry into the land register: Once the seller has received the purchase price, it can take a few months until the buyer is entered into the land register as the new owner. The keys to the property are usually handed over before that. When exactly is specified in the purchase contract. If the buyer wants to move in straight away, for instance to start with the renovation works, then he might receive the keys at the point of signing the contract. However, he will usually only receive them after the purchase price has been paid. When the keys are handed over, usually the charges of the property are transferred to the buyer as well. He then has to cover the land transfer tax and the cost for waste and wastewater disposal.

Steps 10 and 11: Pay Closing Costs and Seller

After your property purchase has been fully notarized, the next step will require you to pay the closing costs from your own equity. If you bought your place through a real estate broker, a few days after signing the purchase contract, you can expect to receive an invoice from that broker (in Berlin, the buyer needs to pay a commission of 3.57% of the property price). In some states the commission is split between the buyer & seller.

Several weeks after the purchase has been signed, you will also need to pay for the notary fees. This usually amounts to approx. 1.5% of the property price but can be slightly higher or lower depending on the purchase price.

The third closing cost is the property transfer tax ("Grunderwerbssteuer") which in Berlin is 6%. This tax will not need to be paid immediately to the tax office. You will typically receive a letter 6-10 weeks after signing the purchase contract in which you will be requested to pay the amount.

In some cases, you will also need to pay a small amount (~€100) to the property manager because their approval for the property purchase might be needed.

6-8 weeks after signing the purchase contract, the notary will ask you to transfer the full purchase amount to the seller. This means that you will need to pay part of the purchase price from your own equity, i.e. this is your down payment. The remaining amount (your loan amount) will need to be transferred directly from your mortgage lender to the seller's bank account. To approve that payment, you will need to fill out a purchase order form that authorizes your lender to make that payment.

Steps 12 and 13: Full Access and Tax Payments

Only after the seller has received the full amount of the purchase amount on their bank account, can you arrange for the official handover of your new property. In case of a vacant property, you will arrange for a key handover either with the real estate broker or the seller directly.

Even though at this stage you have gained full access to your new property, it still does not mean that you are the lawful owner of that property. You only become the lawful owner after you have been entered into the German land registry ("**Grundbuch**"). This process could take anywhere between 8-16 weeks after signing the purchase contract at the notary, and sometimes even up to 6-8 months during the Corona lockdown delays.

6-10 weeks after signing the purchase contract you will receive a letter from the tax office asking you to pay the tax amount. The Real Estate Transfer Tax needs to be paid within 4 weeks to avoid fines. The tax office will then notify the notary office that this tax has been paid and a so-called clearance certificate will be issued to the notary. The notary will then instruct the land registry to change the property's ownership title to your name.

Steps 14: You are the Owner, Plan for Ongoing Costs

Only after you have paid the land register fee (~0.5% of purchase price) to the German land registry, will the ownership title be officially transferred to your name. Ongoing costs include your utility consumption, need to renovate, mortgage payment, home insurance, property management service and government taxes. These hidden costs of owning a flat in Germany can add up quickly and can be complex to understand. It's important to make the need for an adequate amount of money to cover these monthly and yearly costs.

The following (*somewhat dated*) infographic is not owned by me but explains all the hidden costs effectively:



Costs that you can influence

Utility costs:

Utility costs include heat, electricity, and telecommunications. The total costs vary based on your consumption. Heat and electricity in Germany are more expensive than most countries in Europe, and it is worth taking the time to compare prices, services and energy sources offered by the numerous electricity suppliers. The average annual gas and electricity bill is between €2,800 – €3,000 for a 100 sqm apartment in Berlin.

Almost all households in Germany must register with the GEZ (**Gebühreneinzugszentrale**). Known as the “TV Licence,” it applies to any household which uses television, radio or internet. The cost is on a per household basis and costs €18 per month. Monthly broadband internet costs between €30 – €35 per month and typically includes a fixed landline. Many providers offer discounts for the first months of a contract, with lower rates for longer subscription periods.

Insurance:

Wohngebäudeversicherung, or home insurance, covers basic hazards such as fire, tap water, storm and hail. Beyond the elementary hazards, most insurers offer extended insurance for natural hazards. Home insurance is not compulsory, but is highly recommended. The average cost for home insurance is €200 per year.

Private renovation costs:

Apartments within Germany can be classified as Altbau or Neubau. Altbau are older apartments which date back to the late 19th or early 20th centuries and are more likely to require renovations. Private modernization costs commonly include insulation, renewals of heating systems, new electrics and age-appropriation conversion. These can cost around €15,000. Part of the modernization or renovation costs can be tax deductible, although the limit is €1,200 per year. Also, unexpected renovation costs outside of the homeowners renovation fund may require a special contribution.

Some reconstruction is eligible for funding from the state development bank (KfW) or the Federal Office of Economic and Export control (BAFA). KfW maintains a dedicated program that offers funding for energy efficiency renovations. You may qualify for the “Energy-Efficient Refurbishment Program” if you want to replace the heating systems or install roof insulation. The loans are particularly attractive because they offer very low interest rates and a repayment subsidy.

Interest and Amortization from a mortgage loan:

The low default rate on German mortgages combined with historically low Euribor rates means that German mortgage rates are amongst the lowest in the world. According to Statista, the average interest rate is 1.85% per year. Borrowers usually repay the loan on a scale of 2%-10% per year (Tilgung) and also have the option to pay up to 5% of the loan annually (Sondertilgung). The interest is only tax-deductible for buy-to-let purchases and if you are a German tax payer. It is important that you always take your monthly repayments into account when you calculate ongoing costs.

Costs that you cannot influence

Hausgeld

If you live in a shared building, you must pay a fee (Hausgeld) to either the housing association or property management services. If you have a detached house this cost does not apply to you. These costs cover shared services such as garbage removal, snow removal, street cleaning, gardening, water and the maintenance of shared areas of the building such as stairs. The average cost is €2.70 per square meter of living space (per month). Associations also set up maintenance funds for planned renovations, with the amount varying based on the age of the building.

Taxes

The local property tax in Germany (**Grundsteuergesetz**) is applied by the local authority in each region. It is a complicated formula, determined by multiplying three factors:

- The unit value of the property, which is fixed by the Finance Authority (Einheitswert)

- The real property tax rate, which depends on the type of property and can range from 2.6% – 6%. The local authority sets the rate.
- A multiplier is then applied to the % calculation.

The average residential property tax in Germany is 3.5% of the purchase value, which is comparatively lower than most countries. Assuming the assessed value of a property is €800,000, the property tax would be €9,800 per year.

Important: Grunderwerbsteuer vs. Grundsteuer

- **Grunderwerbsteuer:** This is a one time real estate transfer tax that is payable on top of the purchase price at the time of sale. For a purchase price 469K, this amount is 29940 € or 6% of the purchase price. It varies from 3.5% to 6.5% based on German states ([online calculator link](#) for 2021).
- **Grundsteuer** (*different from Grunderwerbsteuer above*) is an ongoing quarterly/yearly municipality tax that the owner is liable to pay for the property. For a purchase price: 469K for a 88 sqm einfamilienhaus altbau apartment in Berlin Prenzlauerberg this comes to 4821 EUR per annum (*1.03% of the purchase price*), with a Grundsteuermesszahl (*real estate property tax base rate*) of 3.5%. This base rate can vary from 2.6% to 6% based on property value, appreciation factors, location, and population. [Steuerschroeder](#) and [Zinsen-berechnen](#) have the latest online calculators for Grundsteuer which can help you set up a budget.

Fun Stuff: Furnishing and Decorating your New Apartment!

You have spent months and months of research and sleepless nights waiting for the Grundbuchamt! Finally, you are the legal owner of the apartment, and the jingle of those keys sound better than Beethoven's 8th symphony! Let's get creative and furnish our little abode. Here are a few useful pointers that come handy.

English speaking handyman in Berlin: <https://englishspeakinghandyman.com/>

Look beyond Ikea:

While [Ikea](#) is the most popular online furniture store, let's face it, their products don't always stand the test of time. Since this is your own apartment, do not hesitate to splurge a little. [Wayfair](#), and [Delife](#) have some excellent furniture which won't break your bank but will stand out. These retailers provide furniture shipping and assembly services too. You might also like [home24](#).

But wait, Ikea does have "some" good stuff:

Let's not say goodbye to our trusty old friend [Ikea](#) yet. There are some high-end stuff that Ikea sells that might just uplift the look and feel of your apartment:

1. Invest in some classy, black metal cutlery (see [here](#)).
2. The [Ikea Sanela](#) collection provides a wide range of color coordinated curtain, cushions and cushion covers.
3. If you are not a vegan, [this sheep skin rug from Ikea](#) is a must have on every couch.
4. Planning for some green in your space? Check out the [Ikea Satsumas](#) flower pot organizers.
5. How about decorating that balcony with some [grass mats](#)?
6. [This](#) is by far the best bathroom cabinet/organizer I have come across. [Here](#) is one more.
7. If your kitchen area isn't big, make the most of that space by including [a folding tea table which also comes with storage space](#).

Stuff you should not miss from Amazon:

1. [Stackable tables](#) for any space.

2. While you can always take apart your bathroom and kitchen tiles and spend a fortune on them, these peel and stick removable waterproof tiles are a steal. To top it, you can install these yourself: (check [here](#), [here](#), and [here](#) for different varieties).
3. Instead of spending a fortune on curtains, uplift the glass windows in your apartment by using [some self-adhesive, opaque window films](#). These films do not block sunshine, however, they provide the same effect as actual frosted windows.

Renovation Needs:

1. [Kreidezeit.de](#) has a good color chart to plan the interior wall colors. The website also recommends which paint to buy and from which retailer after you have selected the color.
2. [Obi.de](#) has a vast collection of literally everything that you might need in a home starting from doors, windows, locks, plumbing equipment, paint etc.
3. [My-hammer.de](#) provides house renovation services. You can reach out to them to get a quote for any of your renovation needs.
4. You can check out [Kuchen-Walther](#) or [Kuchenheld](#) for all your kitchen designing needs.

Lastly, don't forget to buy yourself a good pair of working ladders, and a power tools box. You will need these to assemble all furniture.

To conclude this document, here are some good YouTube channels you can subscribe to, for interior decoration ideas:

- https://www.youtube.com/channel/UCnihat_it-oijlLXoOzCZjg
- <https://www.youtube.com/channel/UCtwzsvzRCfPddq2gPlgKW1w>
- <https://www.youtube.com/c/JennaRosexo>
- <https://www.youtube.com/c/HomeRenoVisionDIY>
- <https://www.youtube.com/c/KristenMcGowan>

Glossary of Terms:

Important ones are highlighted in yellow below.

1. **Abgeschlossenheitsbescheinigung:** certificate of self-containment – In German law, a Certificate of Self-containment confirms that apartments, flats or units in a multiplex building, even where there is a part-ownership in place, are structurally independent from other rooms and dwellings. For the purposes of the Condominium Act, this is achieved by walls and ceilings. Also, it is essential to have an entrance which can be locked. The certificate is provided by the German building supervisory board, they will also approve construction and grant building licenses.
2. **Altbau:** Altbau (literally “old building”) is a building that was constructed from the mid-19th century up to the 1940s. These buildings were constructed in an *Art Nouveau Style*, known in Germany as *Jugendstil*, with various echelons of sophistication. To give the homes a distinct look, architects often used antique coloured glass and ornaments, along with stucco for décor. Buildings in Prenzlauer Berg, Kreuzberg, and Charlottenburg in Berlin are mostly Altbau and some of the more prestigious buildings even feature antique frescoes and ornate marble entranceways, as well as bench seats and period elevators. These antique pieces of art are characterised by high ceilings, often of about 3.5m, giving the rooms a lovely spacious feel. If you are lucky, you will find an apartment fitted with well-taken-care-of parquet flooring. This flooring is usually made of high quality pine boards that look great and are easy to maintain. They often begin at a lower, entry-level price, considering that they are comparatively cheaper than new buildings, though the amount of money you will spend on one will obviously depend on the location, the current market price, size, number of rooms etc. Although the price of an Altbau property is lower than that of a new property, you need to factor in the cost of maintenance. Ensure that your income is enough, and you can spend about 5-10% of your yearly mortgage payments for annual maintenance.
3. **Angebot:** offer

4. **Aufzug:** elevator, lift
5. **Baubeschreibung:** construction specification – The construction specification contains comprehensive information on the structure to be built. It not only lists the materials which will be used, but explains how the work will be carried out. If the build is financed by private investors the construction specification forms part of the documentation that the home buyer or builder should provide to their bank to obtain credit. Therefore it is an essential element of the building contract. Moreover, it is vital if a section of land, or anything else connected with the construction, is being bought from the builder.
6. **Brandversicherungsurkunde:** Insurance against fire risks is compulsory in Germany. This piece is often required by the bank to agree to a mortgage, so the seller MUST provide this document to the buyer.
7. **Baufinanzierung:** construction financing
8. **Baugeld:** money to build
9. **Baugenehmigung:** building permit, planning permission
10. **Baugrundstück:** building plot, buildable land
11. **Baujahr:** year of construction
12. **Baulasten:** charges for construction
13. **Baulastenverzeichnis:** list of charges for construction
14. **Bauplanung:** planning of construction
15. **Baulexikon:** glossary of construction
16. **Betriebskosten:** Service charges – The service charge refers to the costs of running and maintaining the property as a whole. This can include, but is not limited to, heating, repairs, liabilities and housing tax.
17. **Bezirk:** district, area, quarter
18. **Bezugsfrei ab:** available from (date), it gives you a possible date of moving in.
19. **Darlehen:** to borrow
20. **Darlehenssumme:** Principal amount of the loan/mortgage.
21. **Darlehensgebühr:** Loan fee – Once a loan is arranged, the fee for this service will be payable. The amount owing will vary, but is agreed in advance between the company providing the credit, the lender, and the borrower. In general, the calculation is presented as a percentage of the total loan amount. Frequently, the amount is simply added on to the loan account. The payment schedule is then worked out on a monthly basis, with the total amounts representing both a proportion of the interest and a portion of the actual repayment. The loan fee will be added to the interest amount as this relates to all the costs incurred by the loan.
22. **Darlehenszinsen:** interest of a loan (*also called Sollzins*)
23. **Dienstbarkeit:** property services
24. **Einbauküche:** kitchen, already furnished kitchen
25. **Eigenkapital:** Equity capital – Equity capital refers to the amount of money a buyer supplies from their own funds in order to purchase the property. This can be in the form of savings or cash.
26. **Eigentümer:** property owner
27. **Eigentümergeinschaft** – WEG: Community association – When people buy a home in a housing complex, they become part of a community association. This is a legal requirement and the association cannot be annulled. Each resident is part of any decision making process and they have external representation in the form of a trustee – known as a WEG trustee.

28. **Eigentumswohnung:** owner-occupied flat, condominium, condo
29. **Einzug:** moving in
30. **Energieausweis:** Energy pass – Buildings are assigned a category according to how energy efficient they are and this is represented by their energy pass. A good energy rating is considered a mark of quality in terms of real estate.
31. **Erdgeschoss:** ground floor, first floor
32. **Etage:** floor
33. **Etage Anzahl:** number of floors in a building
34. **Fälligkeitsmitteilung:** official request to transfer the buying price
35. **Fertighaus:** prefabricated house
36. **Fläche:** area, surface (*also called wohnfläche*)
37. **Finanzierungsplan/Finanzierungsbestätigung:** Financing plan – When a buyer asks for credit they will do so with the backing of a finance plan. This enables them to work out how much they will be obliged to repay per month and whether they can realistically afford these instalments.
38. **Fremdkapital:** Borrowed capital – The financial term, Borrowed capital, refers to the funds which may be borrowed from a building society, bank, or a third party and form part of a loan taken out to buy a property.
39. **Gemeinschaftseigentum:** Collective property – Collective property encompasses all the communal areas of a building which are not included in individual ownership; this may be the stairs, boiler rooms and laundry area. Each buyer has the right to use these areas when their purchase is finalised and they move in.
40. **Gewerbe:** business area
41. **Grundsteuer:** property tax
42. **Grundstück:** property, premises
43. **Grundschuldbestellung:** ordering a mortgage
44. **Grundbuch:** land register, cadastre – The ownership details, the rights of each party and any charges are included in the Land Register; this could be listed in either electronic or written form. This property record is available to the general public and incorporates various pieces of information on specific properties and the owners.
45. **Grundbuchauszug:** extract of land register. It is recommended to ask for a new extract from the land register directly (Grundbuchamt). This is to avoid bad surprises such as attached mortgage debt letters that might be lost.
46. **Grundbuchblatt:** document where the property is mentioned in the land property
47. **Grunderwerbsteuer:** tax on buying an apartment
48. **Grundrissplan/ Grundriss:** This is the floor layout of the property including the measurement details in sqm. If this document is not clear or outdated, you will have to edit it, although an estate agent can do this for you as well.
49. **Hausverwaltung:** property management/housing union
50. **Hausverwaltung Protokolle/ Eigentümerversammlungsprotokolle:** Reports of the last co-owners' meeting is useful to gain knowledge on the on-going affairs . This can answer many questions regarding the maintenance and history of the property.
51. **Hausverwalter:** company doing the property management
52. **Heizkosten:** heating costs
53. **Heizungsart:** type of heating
54. **Hypothek:** mortgage

55. **Hypothekendarlehen**: Mortgage loan – Mortgage loans are repaid over an extended period of time, they are provided as collateral for a mortgage or land charge. This presents the least possible risk for any lender and ensures interest rates remain low for a borrower, compared to other loan options. The collateralisation is completed by noting the mortgage or land charge in the Land Register.
56. **Hypothekenzinsen**: interest of mortgage (*also called Sollzins*)
57. **Immobilien**: real estate – The term real estate comes from the Latin phrase ‘immobilis’, meaning ‘motionless’. For legal and economic purposes, properties and buildings are also referred to as an ‘immovable asset’. To describe a property, the real estate industry also uses the German word for ‘immovable’ – Liegenschaft.
58. **Immobilienbewertung**: evaluation of real estate
59. **Immobilienkredit**: real estate loan
60. **Immobilienmakler/ makler**: real estate agent
61. **Immobilienpreis**: real estate price
62. **Immobilienwert**: real estate value
63. **Innenhof**: inter courtyard
64. **Instandhaltungsrücklage**: Maintenance reserve – The maintenance reserve is a pool of cash which is put aside in case of future problems with the building, like defects or damages. It may also be used for improvements. For condominiums, the manager will gather payments at an owners meeting – the amount requested will be agreed on beforehand. This is a legal requirement. Establishing an adequate financial provision is an administrative task and payments are often factored into common charges. (*also called Rücklagenübersicht*)
65. **Jahresabrechnung**: Annual statement – Each year an annual statement is issued which compares the incoming and outgoing funds of the property manager responsible for the home owners association. This document must include a complete settlement of any costs and individual invoices relating to separate residences. Costs can include community lighting, waste disposal, water and electricity.
66. **Kapitalanlage Immobilien**: Real estate investment – Real estate investment refers to buying a property as an investment, rather than for personal use.
67. **Katasteramt**: Land registry office – The Land Registry Office takes the measurements of each property and keeps this information at the public registry. The largest of these land registry offices are called ‘Gemarkung’ in German. The specific area measured is known as the plot (cadastral parcel) or land lot. Prior to buying a property, it is possible to view the cadastral map in a land registry office. It shows information on usage, plot numbers and other details about the location.
68. **Kaufpreis**: purchasing price
69. **Kaufvertragsentwurf**: draft of selling contract, bill sale
70. **Keller**: basement
71. **Kiez**: quarter
72. **Kinderzimmer**: child’s room
73. **Küche**: kitchen (room)
74. **Kündigung**: cancellation
75. **Kappungsgrenze**: limit for rent increase in specific area
76. **Lageplan**: Site plan – The site plan shows how big a property is within a location and in comparison to its surroundings. To request a building application, a site plan is necessary as it illustrates the demarcations and boundaries of the plot or building.
77. **Löschungsbewilligung**: Consent of deletion – By signing the Consent of Deletion the credit provider agrees that when the final loan payment is made, the mortgage is wiped from the land register. This document is essential for legally ensuring the land register wipes the mortgage and must be presented in the form of official documentation.

78. **Makler**: real estate agent
79. **Mietwohnung**: apartment for renting
80. **Miteigentumsanteil**: Co-ownership share – Co-ownership share refers to an owner's share of the entire common property, this may include the stairs or other aspects of the real estate. The details are included in the **Teilungserklärung** OR Declaration of Division.
81. **Mustervorlage**: sample
82. **Nebenkosten**: Additional costs. While the purchase price (Kaufpreis) gives the cost of the apartment, the Nebenkosten includes the other financial aspects.
83. **Notar**: Notary public – A Notary Public guarantees the authenticity of real estate and other contracts; they must be unbiased and work in confidence. The Notary Public is a solicitor, this is necessary to ensure both parties are aware of any legal obligations attached to a sales contract. He or she must advise both parties impartially and also confirm that they understand fully the sales contract they are signing.
84. **Notaranderkonto**: Notary public's escrow account – A solicitor working as a Notary Public can establish a temporary account into which the costs of a sale are transferred. This means the money is not combined with any other amounts and keeps the process transparent. It also enables the legal side of the sale and assists the transfer of a property to the buyer.
85. **Notargebühr**: Amount to be paid to the Notar while purchasing an apartment. This is generally a fixed % of the purchase price, e.g. 2% for Berlin, see [this website](#) where notary fees for the different German districts are listed.
86. **Nutzfläche**: Usable area – Usable areas are those like the loft, cellar or stairs which cannot be classed as living areas.
87. **Neubau**: The new modern buildings in Berlin, called *Neubau* in German, are distinguished by their elegance and sobriety. As German urban planning regulations are particularly strict, they are often built at the same height as period buildings (5-6 floors maximum). The new build properties are also energy efficient (Standard Kf-70) and are equipped with modern lifts and parking spaces, which makes them appreciated by business and expatriate clientele. Usually, the ground floor are commercial units or apartments with private gardens. A Neubau apartment for sale in Berlin, in a good city location, would have a price of 6000 to 9000 euros per square meter depending on location, floor and number of bedrooms.
88. **Objektrendite**: Property return – Property return is a real estate industry term. It refers to the net income a property could generate, in relation to its cost. In this way potential investors can decide whether it would be in their best interests to buy. The higher the property return, the more beneficial the investment could be. It should be remembered that initial higher returns can be depleted by value-preserving properties.
89. **Objekt Zustand**: stand/condition of the property
90. **Plattenbau**: The so called "Plattenbau" are buildings that were built in the 50s to 70s. Unlike other cities, they have the particularity of having been built in central Berlin neighborhoods like Schöneberg after the destruction caused by the war. These apartments have a good quality of building, particularly in terms of insulation and functionality and often benefit from large loggias or balconies, lifts and common areas serving gardens and shared parking which is an advantage as the parking space price in Berlin is currently trading between 20,000 and 60,000 euros. The Plattenbau flats offer the advantage of having less carrying walls which makes the floor plan flexible and easy to optimize.
91. **Planungskosten**: Planning costs – The planning costs of a building will include the architects and structural engineers' charges, as well as those of any other people involved at the planning stage. These fees are seen as part of the entire building costs.
92. **Privat Anbieter**: private seller
93. **Provision**: (also, **Maklergebühr**) Courtage – The term Courtage refers to the monies paid to a broker as their commission. It is paid to the relevant agent on completion of a contract, for their services in negotiating the contract. As of Dec-23rd, 2020 a law has been passed in Berlin that the maximum provision/brokerage charges to be paid to the Makler on a successful purchase of a property should not increase 3.57% of the property price/kaufpreis. Please note: It is always advisable to buy apartments which are "provisionsfrei" to save on these extra charges.

94. **Renovieren:** to renovate, to refurbish
95. **Renovierung:** Renovation – Measures which are undertaken in order to maintain a building are known as renovations. They can include cosmetic work or the repair of damages which have resulted from use – these will be mentioned in the rental contract.
96. **Sachwert:** Real value – The Real Value of a property is the value which includes the building value, the land value and any other facilities outside. Additionally, it decides the collateral value of any owner occupied property.
97. **Sanieren:** to refurbish
98. **Seitenflügel:** wing (part of house)
99. **Selbstnutzung:** When you buy a property for your own use, and not for renting it out.
100. **Schlafzimmer :** bedroom
101. **Sondernutzungsrecht:** Right of special use – The Right of Special use lays out the ground rules for rooms or areas which are accessed by collective owners. They refer to the gardens or terraces of ground floor dwellings or parking facilities. The Declaration of Division covers the Rights of Special Use.
102. **Sonderumlage:** Special fees – Special Fees are made for unforeseen expenses; this may be repairs which were not anticipated and are therefore not covered by the common charges.
103. **Stellplatz:** parking spot (or **Garage**)
104. **Tapezieren:** put up wallpaper (*wallpapers are called **wandtapete** or **tapete** in Deutsch*)
105. **Teilungserklärung:** Declaration of division – The Declaration of Division is a document passed to the Land Registry from the property owner, it confirms that the building is made up of co-ownership shares and these are joined to the estate separately. This document confirms the legality of both joint ownership and ownership. It also highlights which parts of the property are owned individually and which are covered by joint ownership. It lists special usage rights, such as those relating to gardens and parking spaces. The Declaration of Division is needed to create a condominium management book and to charge for co-ownership shares.
106. **Tilgung:** EMI or Repayment – The Repayment is the regular amount a borrower pays until a loan is cleared. Interest payments are also included. The term of the loan can be shortened by making higher repayments. When repayments stretch out over a long-term, the loan is referred to as a mortgage.
107. **Treppenhaus:** stairway, staircase, stairwell
108. **Unbedenklichkeitsbescheinigung:** Certificate of good standing – A Certificate of Good Standing confirms for the owners, that the buyer has met the relevant land transfer tax fee or is exempt from paying it. It further confirms that any tax matters have been dealt with before listing the details into the land register.
109. **Unbefristeter Vertrag:** unlimited contract, agreement
110. **Verkehrswert:** Market value – The Market value of a property refers to its potential sale price; it is reached using comparisons from similar properties or other methods. It refers to the cost of a property at that particular time and in normal business conditions. The Market Value will take into account the features of a property, its location and other characteristics, but not the details of anyone's personal relationship with the building.
111. **Vermarktung:** commercialisation
112. **Verwaltung:** administration
113. **Vorkaufsrecht:** Pre-emptive right – In accordance with the Pre-emptive Right, a sales contract can be closed by a third party and still leave the buyer entitled to make the purchase. The Right is mentioned in the contract beforehand, or noted within the land register. Together with the private Pre-emptive Right, certain communities use a Public Pre-emptive Right in order to buy a property.
114. **Wertermittlung:** Assessment of value – The Assessment of Value establishes a market value for any property, this will be calculated in relation to sales and the rental value. It produces a possible sales price for the property.

115. **Wirtschaftsplan**: Economic plan – The Economic Plan is worked out every year for any shared ownership property. The property manager is responsible for preparing the document and will usually have the document ready in advance. In the Economic Plan all items of income and expenses relating to the property are laid out clearly. Once they have viewed the plan, owners pay their fees – usually in advance. When the year ends, the property manager presents another report and then reimburses monies unspent or requests further funds if necessary.
116. **WG / Wohngemeinschaft**: flat share, apartment share.
117. **Wohnfläche**: living space, surface
118. **Wohngeld / Hausgeld**: Common charge – All members of a building’s community association must make regular payments known as a Common Charge. As per the Economic Plan all costs are factored into the Common Charge – sometimes known as the Condo Fee. If an individual owner has tenants, they can, in certain circumstances, ask them to pay it. In these cases it is referred to as “apportionable ancillary rental costs”. In the case of low earners, ‘housing allowance’ is a form of financial support which is provided by the housing office. To obtain this benefit, people should apply directly to the housing office.
119. **Wohngeldabrechnung mit Rücklagenübersicht und der aktuelle Wirtschaftsplan**: These 3 documents are necessary to understand the financial risks involved with buying the property, whether or not it’s been managed well, and what the expenses are. It’s a valuable insight into the current situation and the actors involved.
120. **Wohnung**: flat, apartment
121. **Wohnzimmer**: sitting room, living room, lounge room
122. **Umziehen**: to move
123. **Umzug**: move, relocation
124. **Umzugsunternehmen**: company helping to move
125. **Umzugskosten**: cost to move
126. **Verkehrsanbindung** - With access to public transportation
127. **Zentralheizung**: central heating
128. **Zinsbindung**: Period of mortgage/housing loan (*can be 10, 15, or 20 years*)
129. **Zimmer**: room
130. **Zwangsversteigerung**: sale in execution, auction
131. **Zwischenfinanzierung**: Interim financing – For short to medium term loans or funding of another nature, the term Interim Financing is used. These will often be paid off at a later date by what is known as end financing – the use of a long term loan to pay off shorter term borrowing.

Appendix:

Appendix A: Finanzierungsbestaetigung Snapshot



DKB Grundbesitzvermittlung GmbH – Kronenstr. 8/10 – 10117 Berlin

Herrn
Max Mustermann

Ihr Ansprechpartner

Frau Janine Stapel
Tel: 030 / 120307545
Mobil: 0173 / 6256830
janine.stapel@dkb.de
www.dkb-grund.de

Unsere Anschrift

DKB Grundbesitzvermittlung GmbH
Janine Stapel
Kronenstr. 8/10
10117 Berlin

Vorgangsnummer

332392

Berlin, 04.03.2015


Unverbindliches Konditionsangebot

Sehr geehrter Herr Mustermann,

das nachfolgende Angebot habe ich für Sie zusammengestellt. Schauen Sie sich die Unterlagen bitte in Ruhe an.

Die Immobilienfinanzierung soll passend auf Ihre Wünsche zugeschnitten sein. Daher begleite ich Sie, bis die Finanzierung auf Ihre Bedürfnisse abgestimmt ist. Wenn Sie sich für eine Finanzierung entschieden haben, leite ich alles weitere für Sie in die Wege.

Unsere Finanzierungsvorschläge

Finanzierungsvorschlag 1				
 DKB	Soll / Effektiv*	Darlehenssumme	Zinsbindung	mtl. Rate
	1,98 % / 2 %	292.100 €	10 Jahre	1.182,21 €

* Gebundener Sollzins / Effektiver Jahreszins (p.a.)

Appendix B: Sample Email for apartment Viewing

Sehr geehrte Damen/Herrn,

Guten Tag!

Ich heiße **<enter name here>**. Ich lebe und arbeite seit **XX** Jahre in Deutschland und suche eine wohnung zum wohnen und Kaufen (nicht kapitalanlage). Derzeit miete ich eine Wohnung in **XXX**, aber mein Vertrag endet im **MMM-YYYY**. Bis **MMM-YYYY** möchte ich in eine eigene Wohnung ziehen. Ich suche grundsätzlich eine wohnung von mehr als 88 Quadratmetern mit mindestens 2 Schlafzimmern in einer guten und sicheren Lage. Ich mag die folgenden Wohnung auf Ihrer Website aufgeführt: **<enter web address here>**. Ich interessiere mich für Ihr Angebot und möchte gerne einen Besichtigungstermin vereinbaren.

Mit freundlichen Grüßen/Kind Regards

Appendix C: Example of Grundbuchauszug for an apartment

Cover Page/Aufschrift

Amtsgericht Düsseldorf hier siehst du den Sitz des zuständigen Amtsgerichts

Grundbuch

von hier findest du den Stadtteil oder die Stadt, je nach Größe

Derendorf hier kannst du die Nummer des Blattes aus dem Grundbuch ablesen, d.h. dein Grundbuchauszug hat die Blattnummer die dort angegeben ist

Blatt 1234

Dieses Blatt ist zur Fortführung auf EDV umgestellt worden und dabei an die Stelle des bisherigen Blattes getreten. In dem Blatt enthaltene Rötungen sind schwarz sichtbar Das Datum ist das Datum der Freigabe des Dokuments in digitaler Form

Freigegeben am 08.07.2002, Name Sachbearbeiter Grundbuchamt

An diesem Datum wurde die letzte Änderung des Grundbuchs vorgenommen An dem Datum wurde der vorliegende Druck durchgeführt

Düsseldorf Dehrendorf Blattnummer Letzte Änderung 13.11.2015 · Ausdruck vom 22.12.2015 · Seite 1 von 8

Inventory/ Bestandsverzeichnis

Amtsgericht Düsseldorf		Grundbuch von Derendorf		Blatt 1234		Bestandsverzeichnis		Einlegebogen 1	
Laufende Nummer der Grundstücke	Bisherige laufende Nummer d. Grundstücke	Bezeichnung der Grundstücke und der mit dem Eigentum verbundenen Rechte						Größe	
		Gemarkung (Vermessungsbezirk) a	Flur	Karte Flurstück	Liegenschaftsbuch c/d	Wirtschaftsart und Lage	ha	a	m ²
1	2	3						4	
1		Derendorf	12	991/1	5368	Geb.u.Freifläche		14	69
2		Derendorf	12	1009/3		Gebäude- und Freifläche Musterstraße 1		23	88
3	2	Derendorf	12	991/2		Gebäude- und Freifläche Musterstraße 1			13
4	3	Derendorf	12	991/2		Gebäude- und Freifläche Musterstraße 1			13
5	3	Derendorf	12	1009/3		Gebäude- und Freifläche Beispielweg 1		23	62
6	1	Derendorf	12	991/3		Gebäude- und Freifläche Musterstraße 1		10	63
		Derendorf	12	991/4		Gebäude- und Freifläche Musterstraße 1		4	06
$\frac{3}{2}$								$\frac{3}{2}$	$\frac{1}{1}$

unterstrichene Flächen sind gelöscht

Die Nummer des Flurs wird vom Katasteramt vergeben, auf jedem Flur befinden sich ein bis mehrere Flurstücke die ebenfalls durchnummeriert sind

aktuelle Flächen

Die Grundstücksfläche beträgt 1063 qm;
1 a = 100 qm, 1 ha = 10.000 qm

Hier wird die Wirtschaftsart (Nutzung des Grundstücks) und Lage (nach Möglichkeit Straße und Hausnummer) des Flurstücks angegeben; Wirtschaftsarten können Gebäude- und Freiflächen, Landwirtschaftliche Flächen, Forstflächen, Verkehrsflächen etc.

Amtsgericht
Düsseldorf

Grundbuch von
Derendorf

Blatt
1234

Bestandsverzeichnis

Einlegebogen
1

Bestand und Zuschreibungen		Abschreibungen	
Zur lfd. Nr. d. Grundstücke		Zur lfd. Nr. d. Grundstücke	
5	6	7	8
1,2	von Blatt 593o hierher umgeschrieben am 17. Dezember 1979 Name Sachbearbeiter Grundbuchamt	5	Nach Blatt 5678 übertragen am 15.01.2007. Name Sachbearbeiter Grundbuchamt
3 2	Lfd. Nr. 2 zerlegt gemäß VN-Nr. 2006/41 und unter lfd. Nr. 3 neu eingetragen am 02.08.2006 Name Sachbearbeiter Grundbuchamt		
4,5 3	Lfd. Nr. 3 geteilt und unter lfd. Nr. 4 und 5 neu eingetragen am 18.10.2006. Name Sachbearbeiter Grundbuchamt		
6 1	Lfd. Nr. 1 zerlegt gemäß FM-Nr. 29/2015 und unter lfd. Nr. 6 neu eingetragen am 13.11.2015 Name Sachbearbeiter Grundbuchamt		
3 2 1			3 2 1

Die Grundstücke mit der laufenden Nummer 1 und 2 wurden auf ein neues Grundbuchblatt umgeschrieben.

Die Grundstücke wurden geteilt und bekommen neue laufende Nummern (siehe vorherige Seite)

Chapter I

Amtsgericht Düsseldorf		Grundbuch von Derendorf		Blatt 1234		Abteilung I		Einlegebogen 1	
1	2	3	4	1	2	3	4	1	2
Laufende Nummer der Eintragungen	Eigentümer	Laufende Nummer der Grundstücke im Bestandsverzeichnis	Grundlage der Eintragung						
1a)	Max Mustermann, Kaufmann Düsseldorf zu 1/2	1,2	Das in Blatt 593o verzeichnete Eigentum ist bei Anlegung des Loseblatt-Grundbuchs hierher umgeschrieben am 17. Dezember 1979 Name Sachbearbeiter Grundbuchamt Name Sachbearbeiter Grundbuchamt						
b)	Maxima Mustermann, geborene Musterfrau Düsseldorf zu 1/2								
2	Mustermann, Maxima geborene Musterfrau geb. am 01.01.1950	1, 2	1/2 Anteil berichtigt gemäß Erbvertrag vom 18.07.1980 (eröffnet am 29.09.2004, Amtsgericht Düsseldorf, 5 IV H 42/04); im Übrigen alter Erwerbsgrund; unter Nr. 2 fortgeschrieben am 08.11.2004. Name Sachbearbeiter Grundbuchamt						

Fortsetzung unten

gelöschte Eigentümer

aktuelle Eigentümer

Begründung der Änderung der Eigentümer bzw. der Eintragung

3
2
1

3
2
1

Düsseldorf Dehrendorf Blattnummer · Letzte Änderung 13.11.2015 · Ausdruck vom 22.12.2015 · Seite 4 von 8

Amtsgericht

Grundbuch von

Blatt

Abteilung II

Einlegebogen

Düsseldorf

Derendorf

1234

1


1 Laufende Nummer der Eintragungen	2 Laufende Nummer der betroffenen Grundstücke im Bestandsverzeichnis	3 Lasten und Beschränkungen
1	5	Eigentumsübertragungsvormerkung für Manfred Müller, geb. am 01.02.1965 und Stefan Müller, geb. am 01.03.1965 und Stefanie Müller, geb. am 01.03.1970 zu je 1/3 -; Vorrangsvorbehalt (bedingt) für Grundpfandrechte bis zu 600.000,00 EUR nebst bis zu 20 % Zinsen jährlich ab 06.06.2006 und bis zu 10 % Nebenleistung einmalig; gemäß Bewilligung vom 06.06.2006 (UR-Nr. 191/2006 Notar Thomas Meier Düsseldorf) eingetragen am 18.10.2006. Name Sachbearbeiter Grundbuchamt

Chapter II

Amtsgericht Düsseldorf		Grundbuch von Derendorf		Blatt 1234		Abteilung II		Einlegebogen 1	
Veränderungen				Löschungen					
Laufende Nummer d. Spalte 1						Laufende Nummer d. Spalte 1			
4		5				6		7	
						1		Gelöscht am 15.01.2007.	
								Name Sachbearbeiter Grundbuchamt	

Düsseldorf Dehrendorf Blattnummer · Letzte Änderung 13.11.2015 · Ausdruck vom 22.12.2015 · Seite 6 von 8

Chapter III

Amtsgericht Düsseldorf		Grundbuch von Derendorf		Blatt 1234	Abteilung III	Einlegebogen 1
Laufende Nummer der Eintragungen	Laufende Nummer der belasteten Grundstücke im Bestandsverzeichnis	Betrag	Hypotheken, Grundschulden, Rentenschulden			
1	2	3	4			
			 <p>Auf diesem Grundstück sind keine Hypotheken, Grundschulden oder Rentenschulden eingetragen.</p>			

Düsseldorf Dehrendorf Blattnummer: Letzte Änderung 13.11.2015 · Ausdruck vom 22.12.2015 · Seite 7 von 8

Appendix D: Hausgeldabrechnung Example

Abrechnungsposten	zu verteilende		Schlüssel		Ihr Anteil in EU
	Gesamtkosten	Kosten	Gesamt	Anteilig	
Heizung, Wasser, Abwasser					
Heiz-/Wasserkosten	-14.314,34	-14.314,34		siehe externe Abr.	-602,15
	-14.314,34	-14.314,34			
Summe Heizkostenabrechnung					-602,15
umlegbare Kosten					
Grundgebühr Wasseruhr	-413,83	-413,83	1.000,0000	88,0000 MEA	-27,24
Servicepreis Abwasser	-179,07	-179,07	1.000,0000	88,0000 MEA	-11,79
Niederschlagswasser	-204,49	-204,49	1.000,0000	88,0000 MEA	-13,46
Prüfung Trinkwasser	0,00	0,00	1.000,0000	88,0000 MEA	0,00
Müllgebühren	-1.013,24	-1.013,24	1.000,0000	88,0000 MEA	-66,69
Allgemeinstrom	-168,11	-168,11	1.000,0000	88,0000 MEA	-11,06
Strassenreinigung	-154,36	-154,36	1.000,0000	88,0000 MEA	-10,16
Gebäudeversicherung	-1.617,91	-1.617,91	1.000,0000	88,0000 MEA	-106,49
Haftpflichtversicherung	-295,42	-295,42	1.000,0000	88,0000 MEA	-19,45
Hausmeister	-1.941,54	-1.941,54	1.000,0000	88,0000 MEA	-127,79
Treppenhausreinigung	-2.240,22	-2.240,22	1.000,0000	88,0000 MEA	-147,45
Winterdienst	-59,50	-59,50	1.000,0000	88,0000 MEA	-3,92
Wartung Feuerm/Raucha.	-97,58	-97,58	1.000,0000	88,0000 MEA	-6,42
	-8.385,27	-8.385,27			
Summe umlegbare Kosten					-551,92
nicht umlegbare Kosten					
Verwaltergebühren	-3.709,08	-3.709,08	13,0000	1,0000 Einheiten	-213,40
Sonderverwaltergebühren	0,00	0,00	1.000,0000	88,0000 MEA	0,00
Instandhaltung	-857,60	-857,60	1.000,0000	88,0000 MEA	-56,45
sonstige Kosten	-161,51	-161,51	1.000,0000	88,0000 MEA	-10,63
Kontogebühren	0,00	0,00	1.000,0000	88,0000 MEA	0,00
	-4.728,19	-4.728,19			
Summe nicht umlegbare Kosten					-280,48

Abrechnungsposten	zu verteilende		Schlüssel		Ihr Anteil in EU
	Gesamtkosten	Kosten	Gesamt	Anteilig	
Instd.h.-RL (keine Ausgabe)					
Instandhaltungsrücklage	-6.117,19	-6.117,19	1.000,0000	88,0000 MEA	-402,63
	<u>-6.117,19</u>	<u>-6.117,19</u>			
Instandhaltungsrücklage					-402,63
Summe		-33.544,99			-1.837,18
				Ihr Anteil in EU	
Summe anteilige Beträge				-1.235,03	
Summe Festbeträge				-602,15	
Gesamtkosten				-1.837,18	
Abzüglich Ihrer Vorauszahlung aus Sollstellungen				2.349,00	2.349,00
Ihr Guthaben per 31.12.2017				EU	511,82

Appendix E: Wirtschaftsplan Example

Hausgeld	
geplante Kostensumme	2.218,33 €
monatliches Hausgeld	<u>185,00 €</u>
	gültig ab -

Umlageergebnis:

	Kosten	Zeitraum			Umlageschlüssel			Gesamtkosten	Anteil		
		von	bis	Tage	Umlageschlüssel	Gesamt	Anteil			Umlage	
1	Zur Umlage auf eventuelle Mieter bestimmte Kosten gemäß BetrKV										
	ext. berechn. Heizkosten	01.01.2017	31.12.2017	365	Anteil aus der Abrechnung des Vorjahres (100,00%) €	8.634,84	683,94	Festbetrag	8.730,00 €	691,48 €	
	Zwischensumme: extern berechnete Heizkosten								∑	8.730,00 €	691,48 €
	Zwischensumme: Wasserkosten								∑	0,00 €	0,00 €
	040100 Hauswart	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	1.751,58 €	180,41 €	
	040300 Reinigungskosten	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	1.265,07 €	130,30 €	
	040400 Gartenpflege / Außenanlagen	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	737,95 €	76,01 €	
	040500 Winterdienst	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	527,11 €	54,29 €	
	041350 Wartung RWA	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	100,00 €	10,30 €	
	042300 Niederschlagswasser	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	310,88 €	32,02 €	
	043000 Hauslicht	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	320,00 €	32,96 €	

Kosten	Zeitraum			Umlageschlüssel			Gesamtkosten	Anteil	
	von	bis	Tage	Umlageschlüssel	Gesamt	Anteil			Umlage
043200 Hausmüll	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	1.000,00 €	103,00 €
043300 Straßenreinigung	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	110,25 €	11,35 €
046000 Versicherung: Gebäude	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	1.945,54 €	200,39 €
046200 Haftpflichtversicherung	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	130,00 €	13,39 €
Zwischensumme: sonstige Betriebskosten							Σ	8.198,38 €	844,42 €
Summe: Zur Umlage auf eventuelle Mieter bestimmte Kosten gemäß BetrKV							Σ	16.928,38 €	1.535,90 €
2 Nicht zur Umlage auf eventuelle Mieter bestimmte Kosten									
048300 Porto	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	130,00 €	13,39 €
050000 Verwaltung	01.01.2017	31.12.2017	365	Anzahl Einheit (100,00%) Einh.	10,00	1,00	anteilig	2.570,40 €	257,04 €
053000 Instandhaltungskosten	01.01.2017	31.12.2017	365	Miteigentumsanteil (100,00%) Anzahl	10.000,000	1.030,000	anteilig	4.000,00 €	412,00 €
Summe: Nicht zur Umlage auf eventuelle Mieter bestimmte Kosten							Σ	6.700,40 €	682,43 €
3 Einnahmen aus Verwaltung gemeinschaftlichen Eigentums und planmäßige Entnahme Rücklage									
Summe: Einnahmen aus Verwaltung gemeinschaftlichen Eigentums und planmäßige Entnahme Rücklage							Σ	0,00 €	0,00 €
Gesamtsumme							Σ	23.628,78 €	2.218,33 €