Notary Paul Naacke, Naacke & Tholl Partnership of Attorneys at Law mbB
Uhlandstraße 161, 10719 Berlin
TEL 030.88 71 963-30
FAX
Email: notare@naacke-tholl.de

Data sheet for preparing a gift agreement

The following checklist helps us prepare for notarization. It tells you what information we need in order to draft the notarization. It may also give you some ideas for structuring the agreement. Please fill in the information as completely as possible.

Please bring your identity card with you to the appointment.

The following information is provided by □ the seller or □ the buyer

The information has been agreed between the seller and the buyer □ yes □ no

Donor details	Donor 1	Donor 2
Name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (Street, house number, postal		
For companies: Commercial	HR__	HR___
Phone		
Email or fax		
Nationality		
Married	○ yes ○ no	○ yes ○ no
Tax ID number		
Bank (name)		
IBAN		

Recipient details	Recipient 1	Recipient 2
Last name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (Street, house number, postal		
For companies: Commercial	HR__	HR___
Phone		
Email or fax		
Nationality		
Married	○ yes ○ no	○ yes ○ no
Tax ID number		
Employment rate (only if there are multiple buyers)	○ ½ each ○ ____% ○ in a civil law partnership	○ ½ each ○ at ____% ○ in a civil law partnership

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Property details	Apartment	Underground parking space
Local		
Cadastral district (land register		
Page		
Corridor, parcel		
Address (Street, house number, postal		
Co-ownership share/apartment no	_____/____th, No. ____	_____/____stel, No. ____
Administrator (name, address)		
Amount of housing allowance		
Use/Encumbrances	Apartment	Underground parking space
Use	○ Own use ○ Rented ○ Vacant	○ Own use ○ Rented ○ Vacant
If owner-occupied:	to be vacated by	To be vacated by
If rented	○ Rental agreement terminated by _____ ○ Rental agreement is taken over , name of tenant: _____ has been renting since	○ Rental agreement terminated on_____ ental agreement is taken over , name of tenant _____ rented since _____
If the property is encumbered: File number and address of the creditor (bank)		

Value	for all units total
Total value	Euro _____
Co-donated movable items (lamps, furniture, etc.)	

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Value of movable items (included in the purchase price).	Euro _____
Amount of maintenance reserve (due to real estate	Euro _____, as of _____
Reservation of: Usufruct	○ Yes, usufruct
Right of residence	○ yes, right of residence
Reservation of reversion	○ yes, reversionary interest

Draft requested from	
Donor	○ By mail ○ By email ○ By fax
Recipient	○ by mail ○ by email ○ by fax
Other……	○ by mail ○ by email ○ by fax
Other……	○ by mail ○ by email ○ by fax

All parties involved agree that correspondence and drafts will be sent by email in unencrypted form. The preparation of drafts incurs costs that are not usually billed separately during subsequent notarization, as they are covered by the notarization costs.

Other comments:

_____
Signature)

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Please send this form, completed as far as possible, to:

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Notary Paul Naacke

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FAX 030.88 71 963-59

Email: notare@naacke-tholl.de

You will receive the requested drafts shortly.

Please call my office to arrange an appointment for notarization.

Kind regards

Paul Naacke, Notary