Notary Paul Naacke, Naacke & Tholl Partnerschaft von Rechtsanwälten mbB
Uhlandstraße 161, 10719 Berlin
TEL 030.88 71 963-30
FAX 030.88 71 963-59
E-mail: notare@naacke-tholl.de

Data sheet for the preparation of a condominium purchase agreement

The following checklist helps us to prepare for the notarisation. You will find out what data we need in order to prepare the draft for notarisation. It may also provide you with suggestions for drafting the contract. Please enter the data as completely as possible.

Please bring your identity card with you to the appointment.

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

The details are agreed between the seller and buyer □ yes □ no

Data seller	Seller 1	Seller 2
Name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (street, HS no., postcode,		
For companies: Commercial	HR__	HR___
Telephone		
E-mail or fax		
Nationality		
Married	○ yes ○ no	○ yes ○ no
Tax ID number		
Bank (name)		
IBAN		

Buyer data	Buyer 1	Buyer 2
Name		
First names		
Birth name		
Place of birth		
Date of birth		
Address (street, HS no., postcode,		
For companies: Commercial	HR__	HR___
Telephone		
E-mail or fax		
Nationality		
Married	○ yes ○ no	○ yes ○ no
Tax ID number		
Labour force participation rate (only for multiple buyers)	○ at ½ each ○ to ____ % in BGB company	○ at ½ each ○ to ____ % in BGB company

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Property data	Flat	Underground car park
Local court		
District (land register of..)		
Leaf		
Corridor, parcel		
Address (street, HS no., postcode,		
Co-ownership share/apartment no.	_____/____stel, No. ____	_____/____stel, No. ____
Administrator (name, address)		
Amount of housing benefit		
Utilisation/load	Flat	Underground car park
Utilisation	○ Owner-occupied ○ rented out ○ Vacant	○ Owner-occupied ○ rented out ○ Vacant
If owner-occupied:	to be cleared by	to be cleared by _____
If rented	○ Rental agreement cancelled as of_____ ○ Tenancy agreement is taken over Tenant's name _____ rented since _____	○ Rental agreement cancelled as of_____ Tenancy agreement is taken over Tenant's name _____ rented since _____
If the property is encumbered: File number and address of the creditor (bank)		

Purchase price	for all units in total
Total purchase price	Euro _____

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Movable items (lamps, furniture, etc.)	
Value of the movable items (included in the purchase price).	Euro _____
Amount of the maintenance reserve (due to land value added tax)	Euro _____, as at _____
Financing via bank	○ Yes, bank has not yet been determined ○ Financing is not required If yes: Name of bank _____ Phone Bank _____ Fax/e-mail:

Broker (if available)	for all units in total
Name and address E-mail, telephone, fax	

Please send draft to	
Seller	by post ○ by e-mail ○ by fax
Buyer	by post ○ by e-mail ○ by fax
Financing bank	by post ○ by e-mail ○ by fax
Broker	by post ○ by e-mail ○ by fax

All parties involved agree that correspondence and drafts will be sent by email in unencrypted form. The notary is hereby commissioned to prepare and send a draft. The preparation of the draft incurs costs which are not usually invoiced separately in the event of subsequent notarisation, as they are covered by the costs of notarisation.

Other remarks:

_____ Signature)

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

Naacke & Tholl Partnership of Attorneys at Law mbB

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You will receive the requested drafts shortly.

Please contact my office by telephone to arrange a notarisation appointment.

Yours sincerely

Paul Naacke, Notary