

## Checklist: selling a flat

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### All documents in the checklist for selling a single-family property, as well as:

- Partition of the property (Teilungserklärung) including addenda and partition plans
- Up-to-date calculation of fees for the upkeep of communal areas
- Up-to-date budget
- Minutes from the owners' meetings (last three years)
- Sinking fund statement

### For tenanted flats:

- Copy of the rental agreement
- Calculation of service charges for tenants

Other

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## Checklist: selling a single-family property

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- Title plan
- Calculation of living space (m<sup>2</sup>)
- Calculation of enclosed space (m<sup>3</sup>)
- Floor plans/section views
- Building specification
- Easements
- Land registry extract
- Up-to-date schedule of rates and levies
- Building insurance
- Energy performance certificate (we can also help if no certificate is available)
- Ground lease agreement
- Guidance for listed buildings

Other

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