

Checklist for Selling a Condo

To ensure that the sale of your property proceeds seamlessly and efficiently, it is useful to have the essential documents ready well in advance. Our checklist provides a clear overview of which documents are required for this process. If any documents are missing, we would be happy to assist you in obtaining them and, upon request, arrange for the missing documents to be prepared.

When you engage ROC Immobilien GmbH, you will not incur any costs yourself. We will cover these for you.

- Official Site Plan**
 - Berlin: <https://gdi.berlin.de/viewer/main/>
 - Brandenburg: <https://bb-viewer.geobasis-bb.de>
- Floor plan for all floors**
- Energy performance certificate**
- Rules of the homeowners' association**
- Land registry extract** (preferably no older than 3 months)
- Floor plan, elevation, and cross-section** (for all floors, dimensioned and stamped)
- Property management statements for the last three years**, including heating cost statements
- Maintenance reserve fund**
- List of modernization projects** (last 15 years)
- Minutes of the last three owners' meetings / years**
- Declaration of division**, including addenda
- Financial plan** (last year, current year, and, if applicable, coming year)
- Floor area calculation** (stamped)

Note: This document is intended solely for your personal use and information. ROC Immobilien GmbH assumes no liability for the completeness, accuracy, or timeliness of the information provided.