

Checklist for Selling a Multi-Family Home

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>

- Information on Easements**
 - Berlin: <https://service.berlin.de/dienstleistung/331635/>
 - Brandenburg: je nach Gemeinde

- Statement of Operating and Heating Costs (Previous Year)**

- Energy Performance Certificate**
 - For more information, see the registration form

- Building Insurance**

- Land registry extract (no older than 3 months)**

- Floor Plan / Elevation / Section**
 - All floors, dimensioned and stamped

- Property Tax Statement / Latest Property Tax Assessment**

- Lease agreements (will be anonymized)**

- List of tenants (anonymized)**

- Renovations (over the past 15 years)**

- Living Area Calculation (with stamp)**

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.