



Condominium Checklist

Your guiding thread for buying a condominium

This practical guide takes you step by step from your first wish list to the review of every document. That way you keep every important point in view and decide with confidence.



YOUR WISH LIST

LIVING AREA IN SQUARE METRES

NUMBER OF ROOMS

PREFERRED LOCATION, CENTRAL OR IN A QUIET SETTING

IMPORTANT FEATURES SUCH AS A BALCONY, GARDEN OR CELLAR

☐ Leasehold (Erbpacht) is acceptable in principle



FINANCIAL FRAMEWORK

AVAILABLE BUDGET

☐ Financing agreed in advance with the bank

RESERVE SET ASIDE FOR RENOVATION AND REPAIRS

EXPECTED TOTAL COSTS INCLUDING INCIDENTAL PURCHASE COSTS

FOR LEASEHOLD: AMOUNT OF THE GROUND RENT AND REMAINING TERM



CONDITION OF THE BUILDING

YEAR OF CONSTRUCTION OF THE PROPERTY

AGE OF THE WINDOWS, HEATING AND ROOF, AS WELL AS THE TYPE OF HEATING

ORIENTATION OF THE BALCONY, TERRACE AND GARDEN TOWARDS THE SUN

☐ Modernisation work of the past ten years enquired about

☐ Condition of the roof, insulation and electrical wiring checked

☐ Clarify damp, heritage protection and upcoming repairs



ABOUT CONDOMINIUM OWNERSHIP

AMOUNT OF THE MONTHLY SERVICE CHARGE

LEVEL OF THE MAINTENANCE RESERVE

☐ Review the declaration of division and the budget plan

☐ Minutes of the last three owners' meetings

☐ Check the annual and service charge statements

☐ Clarify access to the bicycle store, laundry room and parking space



OBTAINING DOCUMENTS

☐ Land register extract

☐ Living area calculation

☐ Floor plans

☐ Proof of insurance

☐ For leasehold: heritable building right contract

☐ All supporting documents handed over to the financing bank



LOCATION AND SURROUNDINGS

☐ Parking options in the area

☐ Shops nearby

☐ Schools and nurseries within easy reach

☐ Connections to bus and rail

Note Please feel free to use the blank lines for your own notes. Should you have any questions on individual points, we are personally on hand.