



NOTARE AM BALLINDAMM

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**Data and Mandate to Prepare a Real Property  
Sale and Purchase Agreement**

In preparation of the notarization please send us the questionnaire filled out as far as possible (via e-mail suffices). Please do not hesitate to contact us if there are any questions.

Preferred notary: \_\_\_\_\_

**1. Seller(s)**

	Seller 1	Seller 2
Name		
(All) given names		
Maiden name		
Date of birth		
Street and no.		
Postal code and municipality		
Telephone		
E-Mail		
Tax identification no.		
Family status		
Nationality		
IBAN for purchase price		

**2. Buyer(s)**

	Buyer 1	Buyer 2
Name		
(All) given names		
Maiden name		
Date of birth		
Street and no.		
Postal code and municipality		
Telephone		
E-Mail		
Tax identification no.		
Family status		
Nationality		

If several buyers:

Purchase as co-owners – with share of: \_\_\_\_\_ / \_\_\_\_\_

Purchase as shareholders on behalf of civil law partnerships (“GbR”) with shares  
\_\_\_\_\_ % / \_\_\_\_\_ %

### 3. Purchase object

- Real property with one-family house     Real property with multi-family house     Condominium
- Undeveloped property     Partial area of a plot of land     Hereditary building right
- Co-ownership (e.g. driveway)     Part-ownership (e.g. parking space)
- Right of exclusive use concerning: \_\_\_\_\_
- Approx. year of construction: \_\_\_\_\_
- Inventory sold: \_\_\_\_\_

#### Land register data

	Real property/condominium	If applicable: e.g. parking space
Local court		
Land register of		
Folio no.		
Address		

In case of condominium:

Firm name of property manager: \_\_\_\_\_

Street and no.: \_\_\_\_\_

Postal code and municipality: \_\_\_\_\_

### 4. Purchase price and transfer of possession

Total purchase price in EUR: \_\_\_\_\_

Thereof attributable to

Inventory: EUR \_\_\_\_\_

If condominium: proportionate share of maintenance reserves: EUR \_\_\_\_\_

Payment

in one installment

in two installments 1st. installment EUR \_\_\_\_\_ due on \_\_\_\_\_  
2nd. installment EUR \_\_\_\_\_ usually payable till day of  
transfer of possession

Envisaged day of transfer of possession: \_\_\_\_\_

Free of tenure or lease agreements

Taking over tenure of lease agreements (lease agreement dated \_\_\_\_\_ )

**5. Broker**

- No broker involved
- Brokered by:  
Firm name of broker: \_\_\_\_\_  
Street and no.: \_\_\_\_\_  
Postal code and municipality: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Broker's fee amounts to EUR \_\_\_\_\_

- including VAT.  excluding VAT.
- Broker's fee borne  by buyer  by seller

**6. Specific Features/Comments**

- Specific defects/contamination/works still to be performed by seller
- Special statutory pre-emption right (e.g. nature/monument protection, water position)
- One of the parties does not have sufficient command of the German language
- One of the parties does not act on his own account
- Sale by an executor of a will, insolvency administrator, custodian, heir not yet registered in the land register

**Additional comments:**

**Mandate** by  Buyer  Seller

Notariat Ballindamm is hereby instructed to draw up a draft – which will incur costs even if no notarization ensues – and send it to/via

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Buyer                                  | <input type="checkbox"/> Seller                                 | <input type="checkbox"/> Broker                                 |
| <input type="checkbox"/> E-Mail <input type="checkbox"/> Letter | <input type="checkbox"/> E-Mail <input type="checkbox"/> Letter | <input type="checkbox"/> E-Mail <input type="checkbox"/> Letter |

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature client