

NOTAR DR. MARKUS STUPPI - LUDWIGSTR. 21 - 66849

LANDSTUHL

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CHECK LIST FOR A SALES CONTRACT

1. PERSONAL DATA

a) Seller	First Seller	Second Seller
Family name		
First name		
Birth name (if appl.)		
Address		
Date of birth		
Personal status	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widow	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widow
If Married:	<input type="checkbox"/> marriage contract <input type="checkbox"/> no marriage contract	<input type="checkbox"/> marriage contract <input type="checkbox"/> no marriage contract
Tax ID (German)		
Phone / Email		
Nationality		
If foreign national: - Date and Place of marriage - First marital residence		
Banc Account of Seller		
- Name of Bank		
- IBAN		
- BIC		

b) Buyer	First Buyer	Second Buyer
Family name		
First name		
Birth name (if appl.)		
Date of birth		
Address		
Personal Status	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widow	<input type="checkbox"/> single <input type="checkbox"/> married <input type="checkbox"/> divorced <input type="checkbox"/> widow
If married	<input type="checkbox"/> marriage contract <input type="checkbox"/> no marriage contract	<input type="checkbox"/> marriage contract <input type="checkbox"/> no marriage contract
Tax ID (German)		
Phone / Email		
Nationality		
If foreign national: - Date and Place of marriage - First marital residence		

Future ownership of real estate by buyers	Co-Ownership (____/100)	Co-Ownership (____/100)
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Translator required for which language:	<input type="checkbox"/> no <input type="checkbox"/> yes.....
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2. OBJECT DATA

a) Registry and Location (as available – notary will check land registry anyway)

1) Boundaries:	Plot No.	
Land Registry:	Page	
Postal Address		
Current Owner:	<input type="checkbox"/> Seller <input type="checkbox"/> no.....	
Seller is	<input type="checkbox"/> Heir	<input type="checkbox"/>
2) Boundaries:	Plot No.	
Land Registry:	Page	
Postal Address		
Current Owner:	<input type="checkbox"/> Seller <input type="checkbox"/> no.....	
Seller is	<input type="checkbox"/> Heir	<input type="checkbox"/>
3) Leasehold:	<input type="checkbox"/> yes Owner:	<input type="checkbox"/> no

b) Additional Data – only if property must be measured

In case the property must be measured, an official location map is required !	
Size of the sold area:	approx..... square meters Sales price is <input type="checkbox"/> fix <input type="checkbox"/> depends on measurement
Request for measurement	<input type="checkbox"/> is filed <input type="checkbox"/> is not filed <input type="checkbox"/> will be filed by..... <input type="checkbox"/> measurement completed
Costs of measurement to be paid by	<input type="checkbox"/> Seller <input type="checkbox"/> Buyer <input type="checkbox"/>

c) Status, Use, Development, Possession

Status	<input type="checkbox"/> building plot <input type="checkbox"/> built with..... Date of building:
Special Use	Agricultural area <input type="checkbox"/> yes <input type="checkbox"/> no Nature/wildlife area <input type="checkbox"/> yes <input type="checkbox"/> no Monument <input type="checkbox"/> yes <input type="checkbox"/> no
Tenancy	<input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> will be assumed by buyer / is terminated by.....
Used by seller	<input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> in part:.....
If used by seller:	To be vacated <input type="checkbox"/> no <input type="checkbox"/> yes, on..... <input type="checkbox"/> only clearance of household items / furniture until:.....
Development	<input type="checkbox"/> fully <input type="checkbox"/> not developed <input type="checkbox"/> in part:..... Costs of development <input type="checkbox"/> to be paid <input type="checkbox"/> fully paid
Transfer of possession	<input type="checkbox"/> <i>Standard</i> : with payment of sales price <input type="checkbox"/> fixed date..... (unusual and risky)

3. SALES PRICE; TITLE CLEARING; FINANCING

a) Sales Price, Payment, Clearing the title

Sales price <input type="checkbox"/> plus VAT - Option according to § 9 UStG
Sales Price includes	<input type="checkbox"/> movable items/furniture € <input type="checkbox"/> other items.....€
Payment	<input type="checkbox"/> <i>Standard</i> : ten days after notary`s notice of maturity <input type="checkbox"/> additional conditions: i.e. to be vacated by seller / performance of works <input type="checkbox"/> fixed date..... (<i>unusual and risky</i>)
Encumbrances (Seller`s bank liens)	<input type="checkbox"/> no <input type="checkbox"/> yes in the amount ofEuro <input type="checkbox"/> Loans are paid back <input type="checkbox"/> Loans remaining in the amount ofEuro <input type="checkbox"/> Seller has cancellation of bank already
- if loans remain	<input type="checkbox"/> <i>Standard</i> : Redemption from the sales price <input type="checkbox"/> Redemption by seller before payment of sales price <input type="checkbox"/> Assumption by buyer with approval of bank
Other encumbrances	
Movable items	<input type="checkbox"/> <input type="checkbox"/> Amount to be stated in contract ? (please discuss with bank !)

b) Financing of sales price (discuss with bank)

Financing ?	<input type="checkbox"/> no <input type="checkbox"/> yes, buyer finances withBank
	Regularly a land charge (Grundschild) will be notarized with the sales contract or shortly thereafter – please forward bank documents timely !

4. OTHER:

Apartment <input type="checkbox"/> no <input type="checkbox"/> yes	<i>If yes:</i> Property manager..... Parking / Basement / Garage: Community fees: <input type="checkbox"/> no <input type="checkbox"/> yes
Defects known / Renovation necessary <input type="checkbox"/> no <input type="checkbox"/> yes	
Date of last inspection by buyer	
Realtor	<input type="checkbox"/> no <input type="checkbox"/> yes.....fees:
Room for remarks	

5. NOTES:

- The collection and storage of personal data takes place in accordance with data protection regulations for business purposes; consent is given to this.
- All parties involved must bring a valid identity card (no military ID) or passport to the notarial office, unless they have already been a client. If name changes (e.g. due to marriage) are not noted here, official documents (e.g. marriage certificate) must also be submitted.
- Required certificates of inheritance must be submitted as an official copy.
- If the notary prepares the draft of a contract in accordance with your request, fees are due for this, even if there is no notarization later. In the event of notarization at a later date in the same notary's office, the fees will be offset against the notarization fees and will therefore not be charged separately.