

## Leaflet (for searching a real estate)

This leaflet is supposed to support you while searching for a suitable real estate. It should increase your chances of finding the ideal exposé. However, we do not assume any liability or guarantee for the following information.

### General note:

1. Are the surrounding and connectivity of the real estate according to your expectations? **The location is not changeable** and therefore an important criteria. You can save time not going to the viewing if you already know that you do not like the location of the real estate.
2. Make use of all possible marketing channels. Let everyone (family, friends ...) know that you are looking for a real estate. Publish your self-disclosure on various social media platforms and **use My Real ID proactively**. (or handout your printed self-disclosure)
3. If you have the possibility of going to a viewing, do it! You will learn from every viewing even if you are not selected as the new tenant. Additionally, you can be contacted for new offers.
4. Prepare all of your documents and talk to your financial consultant about your budget. Request your Schufa and creditreform disclosures now and do not wait until it is almost too late.
5. If possible, take someone else to the viewing instead of going alone.
6. Make all binding decisions regarding the real estate after thinking about it thoroughly. Your search for a real estate can imply high investments, costs and long contract periods, so rather think about it one more time.
7. Negotiate clever and do not try to reveal your enthusiasm for the real estate right away. Sometimes it is possible to negotiate attractive additions, especially when renting a commercial real estate.
8. Sometimes searching for a real estate can be compared to a job interview. Always try to leave a good impression by waiting until the end of the viewing in order to talk to the provider after everyone else has left. Often not only the solvency and credit standing are important, but also the sympathy of the new tenant.
9. Pay attention to the location of the house regarding the course of the sun and how much this can impact your daily life and use of the real estate. External blinds are beneficial, attic apartments can heat up extremely during the summer and evening sun on your balcony can increase the quality of life tremendously.
10. If not avoidable, accept compromises. If you are still not successful after searching for a long time try to accept more compromises and lower your expectations.
11. If you really have interest in purchasing or renting a real estate stay in contact. That means:

#### For buyers:

Create a document (LOI), where you state your bank status and the exact price, in order to react **quickly and uncomplicated**. The document should also contain the notary of your choice and the exact appointment of the notarisation. Additionally, you should state a time frame in order to get doubts regarding your purchase intentions out of the way.

#### For tenants:

Send your full application to the provider in order to show your interest in the real estate. Clarify your interest again by **calling the provider** the next day and ask if any documents are missing. Demonstrate that you are a **nice, quiet and uncomplicated tenant** and that you are willing to rent the real estate. This way you show that you are the right tenant and stand out from the rest of the applicants.

### What you should keep in mind before signing a contract!

Don't try to save money in the wrong places, rather have a consultant or lawyer check your contract. In case you have any doubts regarding the quality of the offer ask an expert for an objective opinion. Both consultant fees are good investments and reduce your general investment and renting risks.

	Living space	Commercial space
<b>R e n t i n g</b>	<ul style="list-style-type: none"> <li>• Check the stated spaces once more, because the stated living space can deviate up to 10% from the actual value.</li> <li>• Cellar and basement spaces are not considered as DIN-living space. Providers who claim these spaces as living spaces act extremely dubiously.</li> <li>• Pay close attention to the energy consumption and the composition of additional costs. Are these cost realistic or were they stated lower on purpose so that high additional payments can be expected?</li> <li>• Read and check the renting contract thoroughly and in detail! Ask every question you have and let the provider give you as much information as possible.</li> <li>• Are there any rent increases planned and are you able to pay the higher amount of rent? (e.g graduated rent)</li> <li>• In general there is a period of notice of 3 months after you have signed the contract.</li> <li>• Check the noise pollution around the real estate (shared living, planes, delivery services etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• The duration of the renting contract is binding and cannot be cancelled. Usually, as soon as the contract is signed there is no separate cancellation option.</li> <li>• There can be scopes regarding the living space calculation (Please see the leaflet for space calculation). If you are not sure we recommend you to ask an architect.</li> <li>• Check the infrastructure for deliveries and if there is a separate entrance for customers. Is the connectivity acceptable for your daily business? Is there an elevator and enough parking spaces?</li> <li>• Is there a possibility of separating the rooms differently and are there additional spaces to be rented (growth of the company)?</li> <li>• Is the technical infrastructure sufficient for your individual needs?</li> </ul>
<b>P u r c h a s i n g</b>	<ul style="list-style-type: none"> <li>• Go to more viewings! With every viewing you are going to increase your awareness for details.</li> <li>• Check the land register, the protocols, economic plans and settlements.</li> <li>• Request all existing plans and construction descriptions.</li> <li>• Pay attention to the energy consumption, the heating and the age and type of windows and roof.</li> <li>• Inform yourself about the maintenance and modernisation of the real estate.</li> <li>• Does the rain water drain properly?</li> <li>• Pay close attention to the cellar, walls and ceiling, because there could be mould.</li> <li>• Talk to the neighbors and other tenants privately in order to get more information about the real estate.</li> <li>• Calculate about 15-20% more costs if you are looking at a new-build project. Usually these are higher than the offered price.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a Due Diligence checklist and check the documents in detail (factors that could impact your decision to buy the real estate).</li> <li>• Check the correctness of the documents compared to the information stated in the exposé.</li> <li>• Check the economic efficiency of the location and implement a micro and macro analysis of the location.</li> <li>• Alternative time utilisation (concepts of usage or demand)</li> <li>• Are there any building permit reserves?</li> <li>• Inform yourself about the maintenance and modernisation of the real estate.</li> <li>• How high are the additional costs for the next five years (estimation)?</li> <li>• Please also take into account the aspects in the left column).</li> </ul>

	<ul style="list-style-type: none"> <li>• Additionally, you can use the My Real ID Due Diligence checklist</li> </ul>
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In order to react quickly we recommend you to prepare your (application) documents as soon as possible.

	Rent	Buy
<b>D o c u m e n t s</b>	<ol style="list-style-type: none"> <li>1. Schufa or creditreform disclosure</li> <li>2. Self-disclosure (commercial space/living space) [My Real ID - template to be downloaded]</li> <li>3. Copy of ID card (both sides)</li> <li>4. Salary evidence of the past 3 months, alternatively copy of employment contract</li> </ol> <p>Optional:</p> <ol style="list-style-type: none"> <li>5. Certificate that you are free of rental arrears [My Real ID - template to be downloaded]</li> <li>6. Possibly a guarantee [My Real ID - template to be downloaded]</li> <li>7. Bank confirmation, additional documents regarding your solvency (especially for commercial spaces: JA, balance sheet etc.)</li> </ol>	<ol style="list-style-type: none"> <li>1. Financing confirmation</li> <li>2. Equity statement</li> <li>3. Declaration of purchase intention (LOI), with name of notary and a possible time frame/appointment. Set a time limit for accepting the deal to be sure that he reacts to your declaration. Many providers are looking for a quick and uncomplicated completion of the deal. If you have the possibility of doing so it could increase your chances of getting the deal.</li> <li>4. Additional evidences regarding your solvency</li> </ol>

All recommendations and notes mentioned above are non-binding. Every decision depends on the individual needs of you and the search for a real estate. Therefore, we recommend you to talk to a qualified consultant or real estate expert.