

The buying process – step-by-step

- 1. Initial consultation** via E-mail, phone or fax with one of our staff members. This member of staff will remain as your contact during the entire period the purchasing process takes.
- 2. Conveyance of more detailed information** on properties we are currently offering or properties which match your search profile.
- 3. Arrangement of a viewing tour** to selected properties, with support in organizing flights and accommodation if desired.
- 4. Individual viewing of properties** with your contact at Berlin City Immobilien, and in-depth consultation about those you are potentially interested in purchasing.
- Our agent will assemble any **further information on selected properties** you have made enquiries about.
- 6. Preparation and communication of an offer letter** to the seller, negotiation of purchase price.
- If you wish, we can make **financing enquiries** with one or more German banks, and Berlin City Immobilien can assist you with the process of arranging financing.
- If you so desire, we can also arrange for a **surveyor** to assess the property.
- Once agreement has been reached on the selling price, a **binding sale agreement** can be drafted and refined, in German and in English as required.
- 10. Signing of a sale agreement** in the office of a German notary public.
- 11. Handover of the property or properties** to the management agent appointed by the purchaser after payment of the full purchase price.