

99012002012000, 99012002012000

# Apply for a certificate of completion in accordance with the Condominium Act

Heruntergeladen am 06.06.2025

<https://fimportal.de/xzufi-services/102616817/L100010>

Modul	Sachverhalt
Leistungsschlüssel	99012002012000, 99012002012000
Leistungsbezeichnung I	Apply for a certificate of completion in accordance with the Condominium Act
Leistungsbezeichnung II	Apply for a certificate of completion in accordance with the Condominium Act
Typisierung	2/3 - Bund: Regelung (2 oder 3), Land/Kommune: Vollzug
Quellredaktion	Saarland
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Baurecht (012)
Verrichtungskennung	Ausstellung (012)

Modul	Sachverhalt
SDG-Informationsbereich	Kauf und Verkauf von Immobilien, einschließlich aller Bedingungen und Pflichten im Zusammenhang mit der Besteuerung, dem Eigentum oder der Nutzung von Immobilien (auch als Zweitwohnsitz)
Lagen Portalverbund	Hausbau und Immobilienerwerb (1050100), Bauverfahren (2050500)
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	31.03.2023
Fachlich freigegeben durch	Ministry of the Interior, Building and Digitalization Mecklenburg-Western Pomerania
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/woeigg/_3.html">https://www.gesetze-im-internet.de/woeigg/_3.html</a> <a href="https://www.gesetze-im-internet.de/woeigg/_7.html">https://www.gesetze-im-internet.de/woeigg/_7.html</a> <a href="https://www.gesetze-im-internet.de/woeigg/_32.html">https://www.gesetze-im-internet.de/woeigg/_32.html</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm</a> <a href="https://www.gesetze-im-internet.de/woeigg/_3.html">https://www.gesetze-im-internet.de/woeigg/_3.html</a> <a href="https://www.gesetze-im-internet.de/woeigg/_7.html">https://www.gesetze-im-internet.de/woeigg/_7.html</a> <a href="https://www.gesetze-im-internet.de/woeigg/_32.html">https://www.gesetze-im-internet.de/woeigg/_32.html</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_06072021_SW35.htm</a>
Teaser	You must apply for a certificate of separate ownership if a separate property is to be created or a permanent residential right is to be asserted.
Volltext	<p>If you establish separate ownership of an apartment or of rooms not used for residential purposes (e.g. commercial premises) or of a parking space, you will need a certificate of separate ownership. You will also need this if you wish to assert the right to permanently occupy a specific apartment in the building (permanent right of residence).</p> <p>The certificate of segregation proves that</p> <ul style="list-style-type: none"> <li>• an apartment is sufficiently structurally separated from other apartments or rooms or</li> <li>• rooms not used for residential purposes (partial ownership) are closed off from other rooms.</li> </ul>

## Modul

## Sachverhalt

Special ownership can also be established for parking spaces and parts of the property located outside the building, such as terraces or garden areas. Special ownership must be clearly defined by means of dimensions in the construction drawing / partition plan.

The certificate of separate ownership is issued by the responsible building authority after your documents have been checked.

### Erforderliche Unterlagen

- Application for a certificate of completion,
  - Building drawing / partition plan (site plan, floor plans, sections and views),
    - If the application is submitted in writing, the construction drawing / partition plan must be attached in duplicate, legible and to scale and must not exceed DIN A3 format.
    - If the application is submitted electronically, the construction drawing / partition plan must be submitted as an electronic document that can be printed in A3 format.
    - In the case of existing buildings, the construction drawing/subdivision plan must be an as-built drawing.
  - Proof of ownership (current extract from the land register, purchase contract if applicable, current extract from the commercial register if applicable),
  - current extract from the official real estate map

### Voraussetzungen

- You must prove that you are either the owner or heritable building owner of the apartments for which a certificate of seclusion is being applied for. Alternatively, you must provide credible evidence of your legitimate interest (e.g. purchaser).
  - Separate ownership is deemed to be completed if
    - it is structurally separated from other apartments or rooms, for example by walls and ceilings, and
    - has its own lockable access directly from the outside, from a stairwell or a vestibule; the access must not lead via another separate property or via a neighboring property without real security.
  - A self-contained apartment or self-contained rooms that are not used for residential purposes may include

Modul	Sachverhalt
	<p>additional lockable rooms outside the respective closure (e.g. storage rooms in the basement).</p> <ul style="list-style-type: none"> <li>• Parking spaces and parts of the property located outside the building (such as terraces and garden areas), to which separate ownership is also to be established, must be clearly defined by means of dimensions in the construction drawing/partition plan.</li> </ul>
Kosten	
Verfahrensablauf	<ul style="list-style-type: none"> <li>• You complete the application and submit it together with the required documents to the responsible building authority.</li> <li>• The building authority will check your application and the documents.</li> <li>• If all the requirements are met, the building authority will issue you with a certificate of completion together with a copy of the construction drawing / partition plan.</li> </ul>
Bearbeitungsdauer	<ul style="list-style-type: none"> <li>• not specified</li> </ul>
Frist	<ul style="list-style-type: none"> <li>• none</li> </ul>
weiterführende Informationen	
Hinweise	
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Administrative court action (the certificate of completion is not an administrative act)</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• A certificate of separate ownership is a prerequisite for the approval of the entry of separate ownership in the land register.</li> <li>• The application for a certificate of separate ownership can be submitted by the owner, the heritable building right holder or any other person who can credibly demonstrate a legitimate interest (e.g. the purchaser)</li> <li>• Responsible: Lower building supervisory authority</li> </ul>
Ansprechpunkt	
Zuständige Stelle	
Formulare	<ul style="list-style-type: none"> <li>• Forms/ online services available: No</li> </ul>

Modul	Sachverhalt
	<ul style="list-style-type: none"> <li>• Written form required: depends on state law</li> <li>• Informal application possible: Yes</li> <li>• Personal appearance necessary: No</li> </ul>
Ursprungsportal	Abgeschlossenheitsbescheinigung nach dem Wohnungseigentumsgesetz beantragen, Apply for a certificate of completion in accordance with the Condominium Act