

BUYING A HOUSE PROCESS – STEP BY STEP

1. LOOKING FOR OFFERS

1.1. Where to look for the offers?

- boliga.dk, boligsiden.dk*
- websites, real estate offices, the most popular in Denmark: *edc.dk, home.dk, nybolig.dk, danbolig.dk* and other;
- local press and local press supplements;
- other sources.

1.2. The details concerning the property are to be found in the online offer and at the so called *salgsopstilling*.

2. BANK – PRELIMINARY VERIFICATION OF YOUR FINANCIAL STANDING

2.1. At this stage, the bank will take into account income prospects, financial situation, based on the age of the borrower, *årsopgørelse, lønseddel*, own contribution, savings, life insurance, other properties, *A-kasse* payments and other criteria.

2.2. Once you have found your potential place, (or more than one), you should present a *salgsopstilling* in a bank to estimate if you can afford it.

3. REAL ESTATE AGENT AND PROPERTY VIEWING

3.1. Contact with the real estate agent. The agent will provide you with the documentation concerning the property: *tilstandsrapport, el-installationsrapport*, bills etc.

3.2. Viewing the property.

3.3. Decision-making and contacting the agent.

4. BANK – LOAN APPLICATION AND DECISION

4.1. Loan application.

4.2. Costs of loan disbursement and bank procedures:

- lånesagsgebyr* – transaction fee applied for lodging the application and running the case
(enter the amount here) _____
- mortgage registration fee – 1,5% of the granted loan + DKK 1.660 _____

5. REAL ESTATE AGENT – SIGNING THE AGREEMENT

5.1. The agent prepares the sales and purchase agreement and sends it to the seller and the buyer for signing. The contract must contain the *bankforbehold* and *advokatforbehold* clauses. If they are not present in the contract, ask your agent to complete the contract with these clauses, as they are the buyer's security.

5.2. In order to draw up the contract, the agent will need:

- a copy of your national ID, passport or driving licence
- a copy of the "yellow card" (health insurance card)
- opholdsbevis* or the data of the buyer's employer (the name and the CVR number)

6. BANK – GUARANTEE AND DEPOSIT

6.1. At this stage, within a few days from the date of the agreement, the bank provides what follows:

- Loan Guarantee
- Deposit (*udbetaling*) – not an additional cost for the buyer

7. LAWYER – CHECKING AND REVIEWING THE DOCUMENTATION

7.1. The agent sends the documentation to the lawyer.

7.2. The lawyer checks the documentation which may take 5-6 working days.

7.3. The lawyer's fee is _____ (enter the amount here) _____

8. INSURANCE POLICIES

8.1. Once the agreement is signed and accepted by the bank and lawyer, prior to receiving the house you must:

- buy an insurance against the force majeure events - *husforsikring* (mandatory) and _____
- ejerskifteforsikring* – insurance against hidden defects in the house (optional) _____

9. SIGNING THE NOTARIAL ACT - *SKØDE*

9.1. Signing the Notarial Act through the *NemID*.

9.2. Notarial fee: 0,6% of the estate's price as agreed in the contract + DKK 1.660 _____

9.3. Deregistration of the previous owner.

10. RECORDING THE DEED AND MORTGAGE - *TINGLYSNING*

10.1. Registration of the Notarial Act in the Registry Court.

10.2. Mortgage registration through the Registry Court.

10.3. Both above mentioned formalities take place before the possession of the house.

11. THE POSSESSION

11.1. The possession of the house takes place in the presence of the seller, buyer and usually the real estate agent. The parties write down the meter readings, the seller passes the keys and the information regarding the use of the house.

11.2. If the possession takes place without the agent, it is necessary to send the meter readings to the agent. It is the agent who deals with passing the information about the transfer of the ownership so that the new owner is billed from now on.

12. *REFUSIONSOPGØRELSE*

12.1. *Refusionsopgørelse* – a statement in the form of a list of fees intended for refundation prepared by the lawyer or the agent.

12.2. The seller returns to the new owner a part of the insurance policy – *ejerskifteforsikring*, whereas the new owner returns the overpaid real estate tax (proportionally from the date of the house possession). The settlement may also include other fees and charges.

12.3. The amount to be paid or returned _____

SUMMARY OF FEES AND EXPENSES RELATED TO A PROPERTY PURCHASE:

1. Bank commission – *lånesagsgebyr*

2. Mortgage – 1,5% of the loan value + 1.660 DKK

3. Lawyer

4. Insurance policy against the force majeure events

5. *Ejerskifteforsikring* (half of which will be returned by the seller)

6. Notarial Act - 0,6% of the estate's price + 1.660 DKK

7. *Refusionsopgørelse* – to be paid or returned

8. Other

TOTAL:

NOTES: