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English Study Guide

Zertifizierter Verwalter

§ 26a WEG · ZertVerwV

German law, financial and
technical foundations
for condominium management

Learn in English. Practise in German.

460 German practice questions
English answer explanations

Katja Stein

English guide · German IHK examination

Examination Preparation Certified Condominium Property Manager

Zertifizierter Verwalter under § 26a WEG and ZertVerwV

Real estate fundamentals · German law · Financial and technical property management

Katja Stein

1st Edition 2026 · English Study Guide for the German IHK Examination

460 German practice questions with English explanations

Deine-Akademie24

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This editorially revised edition takes into account the legal and source status that was compared on November 4, 2026. All 460 exercises were checked for solution, clarity and agreement with the learning text; Key legal statements, deadlines, amounts and calculation examples were systematically checked. The check was carried out with AI support using official and institutional sources. It is not an independent expert legal or technical assessment and offers no guarantee for subsequent legal changes or every conceivable individual case.

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About this study edition: The explanations and learning texts are in English. German IHK-relevant terms are retained and explained in context, with a German–English terminology guide at the end. All 460 practice questions and their five answer options remain in German. The correct answer is identified by its letter and explained in English. The subject is German law, not an adaptation to UK or US law. Translation and editing were AI-assisted; a complete independent specialist language review has not been performed.

Preface

Dear reader,

Managing residential property means combining legal, commercial and technical issues. A leaky roof, for example, is not just structural damage. It must also be clarified who is allowed to act, how a measure is prepared and financed and what information the owners need.

This book takes you through four learning areas: basics of real estate, legal basics, financial and business fundamentals and technical basics. The explanations connect terms and rules with everyday administrative situations. You then use the questions to check whether you have understood the context.

Work in manageable chunks. Explain a term in your own words, apply it to a case and then check your answer. If you have legal questions, it makes sense to look up the regulation mentioned in the text. In this way, you can also recognize requirements and exceptions that a brief memory aid cannot fully cover.

For the oral examination, it is particularly helpful to justify decisions: What information is missing? Which standard is relevant? What can the property manager initiate and when is a Beschluss (resolution) or professional advice required? Reliably recognizing these limits is part of responsible administration.

I wish you concentrated preparation and a clear view of the connections.
Katja Stein

How to Use This Book

Read the English learning text first and explain the main point in your own words. Then cover the answer and complete the question and all five options in German. Every practice question in this book has one designated correct answer; this teaching format is not a specification for every question in an IHK examination.

The positions A to E are mixed. Use the German technical terms and the facts of the question to choose an answer. Do not rely on letter patterns. After answering, read the English explanation and identify the German wording that made the difference.

The correct letter and an English explanation appear directly below each question. If you answer incorrectly, return to the relevant learning section and repeat the question on another day. No English translation of the question or its options is supplied, so that you practise reading the German examination language.

Distinguish between administration, owner Beschluss and technical execution. A technical abnormality does not have to be a confirmed diagnosis; An economically sensible measure may still require a Beschluss and clarified financing.

Question numbering starts again within the learning sections. In your notes, always use the section number and question number together, for example “2.1.6, Frage 3”.

Plan to repeat all four areas at the end. The list of sources refers to the relevant entry points for checking your own topicality. Funding conditions and responsibilities can change at short notice.

The Examination and Professional Context

§ 26a WEG links the designation “certified property manager” to proof of the necessary knowledge before a chamber of commerce and industry. Equal qualifications are regulated by Section 7 ZertVerwV. The property ownership certification and the commercial law requirements for residential property managers must be examined separately. [Q1–Q3]

The examination consists of a written and an oral part. The written part lasts at least 90 minutes. At least 15 minutes per examinee are allocated for the oral part; Up to five people can be tested at the same time. The oral examination should at least relate to the condominium law. [Q2]

In the written part, at least 50 percent of the achievable points must be achieved in each subject area. A minimum performance of 50 percent also applies to the oral part. A sufficient overall score cannot therefore compensate for a failed written subject area. Details of the procedure and dates should be checked with the responsible IHK. [Q2]

The attached framework plan divides the learning objectives into four subject areas. The chapters of this book follow this structure. The exam requires the application of knowledge to practical tasks; memorizing individual answer letters is not enough. [Q4]

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1. Real Estate Fundamentals

1.1 Building Plans, Construction Drawings and Specifications

Importance of building documents for WEG management

A certified property manager does not have to be an architect, civil engineer or craftsman himself. However, he must understand what information building plans, construction drawings and building descriptions contain, what these documents are needed for and when it is necessary to call in a specialist.

Condominium property management is not just about settling Hausgeld (condominium contributions), preparing owners' meetings and implementing resolutions. An important task is also to keep an eye on the condition of the shared property, prepare necessary maintenance measures and inform the Wohnungseigentümer (unit owner) about upcoming work.

For this, the administration needs information about the building. How is it structured? Where are lines located? How are the individual floors arranged? What materials were originally used? How is the roof constructed? Where are load-bearing walls located? What changes have been made over the years?

Many of these questions can be answered or at least narrowed down using building documents.

Imagine a unit owners’ association with twelve apartments. The building was built 40 years ago. Now water is coming through the ceiling of an apartment. Homeowners wonder if the roof is leaking, if a water pipe has been damaged, or if the problem arose from another cause.

The administration can first check the existing construction documents. This can provide information about the structure of the roof, the location of the rooms above it or the route of certain pipes. She can then organize the necessary examinations by suitable specialists.

However, the documents do not replace a professional examination. A blueprint may show where a line was originally intended. Whether it actually runs there and whether it is damaged may need to be checked on site.

For the exam to become a certified property manager, it is therefore important to know the different types of documents and to correctly assess their respective informative value.

What do building plans mean?

A Gebäudeplan (building plan) is a graphic representation of a building or a specific area of a building. It serves to clearly present structural conditions. Depending on the purpose, it can show the entire property, the external shape of the building, individual floors, rooms or specific technical areas.

Building plans are required at different stages. In the case of a new building, they are used to plan and prepare for construction work. During a renovation, they help to record existing components and spatial conditions. During the later management of a property, they can, for

example, provide support with Instandhaltung (maintenance), damage searches or the preparation of renovation measures.

A Gebäudeplan can, for example, show how many floors there are, where the stairwell is, how the apartments are arranged and where the basement rooms or technical areas are. It can also serve as a guide if a craft company needs to examine a specific part of the building.

What is crucial for WEG management is that a plan does not necessarily contain all structural details. A general plan often only shows the basic layout. Additional drawings, technical documents or an inspection may be required for a detailed examination.

Building plans must also be distinguished from legal documents. A normal Gebäudeplan is primarily used to represent structural conditions. It does not automatically determine which owner is responsible for a particular room or whether a component belongs to separate or Gemeinschaftseigentum (common property).

What are construction drawings?

Construction drawings are technical drawings that represent a building, individual rooms or certain components in more detail. They are created, for example, by architects, civil engineers and specialist planners.

Construction drawings contain different information depending on the type and planning status. This can include room layouts, wall positions, heights, dimensions, windows, doors, stairs, roof constructions or technical details.

A construction drawing can be created in an early planning phase. More detailed drawings often follow later, which are required for the actual construction. Therefore, the administration must pay attention to what purpose a drawing serves and which phase it comes from.

For example, an early design may show a planned room layout that was later changed. An execution drawing, on the other hand, usually contains more detailed information about the planned implementation of the construction work. An inventory plan is intended to document the actual existing condition, but can also be incomplete or outdated.

It is important for WEG management not to view every drawing as definitive proof of the current building condition.

The Grundriss (floor plan)

The Grundriss is one of the most important construction drawings. It shows a building or a floor as if you were looking at it from above and cutting through the building horizontally at a certain height.

This makes it possible to see how the rooms are arranged and how they are connected to each other. A Grundriss often shows exterior walls, interior walls, doors, windows, stairs and room labels. Depending on the drawing, dimensions, area information or other structural details may also be entered.

Imagine an apartment building with four apartments on one floor. The Grundriss shows that there are two apartments on the left and two on the right. In the middle are the stairwell and a shared hallway. The drawing shows from which side the apartments are entered and how the rooms within the apartments are arranged.

For administration, a Grundriss can be helpful when preparing for renovation work, examining damage, or orienting yourself within the building.

For example, if water leaks in a kitchen, the Grundriss can provide an initial overview of the kitchen's location in the building. It may show which rooms are next to it or which rooms are above it. From this, initial questions can be derived for further investigation.

However, a Grundriss does not automatically prove that a wall is load-bearing or non-load-bearing. It is also not always possible to reliably determine where all the cables are located from the drawing alone. This may require additional static documents, installation plans or a technical examination.

The Gebäudeschnitt (building section)

A Gebäudeschnitt shows the building as if it had been cut vertically at a specific point. This makes the height and structure of the building particularly visible.

While a Grundriss primarily shows the arrangement of the rooms from a top view, a section shows how the different floors lie on top of each other. For example, it can show how high the rooms are, where the floor slabs are and how the roof is constructed on the building.

A section can also show how a basement is arranged below the ground floor or how an attic was constructed. For buildings with different terrain heights, sections can help to understand the elevation of individual parts of the building.

For WEG administration, a Gebäudeschnitt can be useful, for example, when preparing for a roof renovation, when examining moisture in the basement or when assessing structural changes.

If there is moisture on the top floor, the section can provide information about how the affected ceiling and roof are related to each other. The actual cause of the moisture must still be determined separately.

The building view

A building view shows the outside of the building from a specific direction. Typical views are the front view, the back view and the side view.

A view represents the external appearance of the building. It can show how the facade is designed, where windows and doors are located and how balconies, roof surfaces or other external components are arranged.

For WEG administration, the building view is particularly helpful when taking measures on the external appearance. These include, for example, facade renovation, the replacement of windows, painting work on the external facade or the examination of visible damage.

If the unit owners' association wants to replace the windows of a building, the view can help to capture the arrangement and external design of the windows. However, this alone does not always reveal what technical properties the existing windows have or what design is required when replacing them.

When making structural changes, it must also be checked whether public law requirements, the legal situation within the WEG and, if applicable, existing resolutions must be taken into account.

The detailed drawing

A detailed drawing represents a specific area of a building with particular precision. It is used when the general representation of a component is not sufficient to understand its construction or execution.

A detailed drawing can, for example, show how a window is installed in the outside wall, how sealing is to be carried out or how different components are connected to one another.

Such drawings are particularly important when it comes to technically demanding transitions. For example, moisture can penetrate or thermal bridges can arise at connections between different components if the construction is defective.

A Wärmebrücke (thermal bridge) is an area of a component where heat is transferred to the outside or inside more easily than in adjacent areas. This can cause the surface temperature to drop in certain areas. Under unfavorable conditions, this can promote the formation of condensation and mold.

A detailed drawing is helpful for administration if specialist companies are to investigate the cause of damage or prepare a renovation measure. The administration does not have to develop the technical solution itself. However, you should recognize that certain damage requires more detailed investigation and professional planning.

The Maßstab (scale) of an architectural drawing

Construction drawings are usually created to a specific Maßstab. Maßstab describes the relationship between the size on the drawing and the actual size of the object depicted.

A Maßstab of 1:100 means that one centimeter on the drawing corresponds to 100 centimeters in reality. That's exactly one meter.

If a wall is four centimeters long on a plan at a Maßstab of 1:100, this corresponds to four meters in reality. At a Maßstab of 1:50, one centimeter on the plan corresponds to 50 centimeters in reality.

A Maßstab of 1:50 represents an area larger than a Maßstab of 1:100 for the same paper size. This allows details to be seen more clearly.

For the exam you should be able to convert the Maßstab safely.

Example: A room is four centimeters long and three centimeters wide in a drawing at a Maßstab of 1:100. The actual dimensions are four meters by three meters. The area is therefore twelve square meters.

Be careful when printing. If a drawing is reduced or enlarged when printing, measuring with a ruler may produce incorrect results. Directly entered dimensions are therefore generally preferable. When making important decisions, the dimensions should be checked using suitable, reliable documents or through a professional measurement.

What is meant by a Baubeschreibung (construction specification)?

A building specification is a written document that describes the intended or documented execution of a building. It supplements the graphic representations with information in Textform (text form under German law).

A Baubeschreibung can, for example, explain what materials the external walls are made of, how the roof is constructed, what windows are provided, what heating system should be installed and what floor coverings or sanitary facilities will be used.

It can also contain information on Wärmedämmung (thermal insulation), technical systems, the quality of certain components or the execution of individual trades. The exact content depends on the purpose for which the Baubeschreibung was created.

An example: The Baubeschreibung of an apartment building states that the outer walls are made of a certain type of masonry and the roof is to be constructed with a certain type of roofing. This information can be helpful later during renovation because it provides initial information about the original construction.

However, the administration must not automatically assume that the building is exactly the same today. Components may have been renewed or changed in recent decades. Perhaps windows were replaced, additional insulation was installed or the heating system was modernized.

The Baubeschreibung is also not a condition report. It can explain how a component was originally planned. Whether it is damaged today, whether it still meets current requirements or whether it needs to be replaced cannot be reliably determined from this alone.

The difference between Gebäudeplan, construction drawing and Baubeschreibung

The terms are closely related, but fulfill different tasks.

A Gebäudeplan provides a graphic overview of a building or part of a building. A construction drawing presents structural details from a technical perspective. A Baubeschreibung explains in writing the planned or documented construction work.

For example, when planning a roof renovation, all three types of information may be required. A Gebäudeplan shows which area of the building is affected. An architectural drawing can show the structure of the roof structure. The Baubeschreibung may contain additional information about the materials used and the original design.

The documents complement each other. No single document has to contain all the information required to prepare and carry out a construction project.

For the exam, it makes sense not only to memorize the terms, but also to understand their respective functions.

As-built plans and the actual condition of a building

As-built plans are intended to document the condition of a building after its construction or after subsequent changes. They are particularly valuable for ongoing administration because they are intended to show as precisely as possible how the building is actually constructed.

In practice, however, inventory plans can have gaps. In older properties, not all conversions were fully documented. Sometimes only the original construction drawings are available. In other cases, the existing drawings no longer correspond to the current condition.

An example: An old plan shows a water pipe at a specific location. However, during a later renovation, the line was relocated without updating the plan. If the administration only relies on the old plan in the event of water damage, this can make the investigation more difficult.

The administration should therefore check when the documents were created, whether subsequent construction measures are known and whether additional documents are available. This can include, for example, renovation documents, invoices, acceptance protocols or updated specialist plans.

When there is insufficient evidence to support an important technical decision, the administration should not make untested assumptions. If necessary, you must then commission experts to investigate the actual conditions on site.

The Aufteilungsplan (partition plan) and its importance for unit owners' associations

The Aufteilungsplan is particularly important for the WEG administration because it is related to the establishment of Wohnungseigentum (condominium ownership).

It shows the layout of the building and the location of the individual units. The apartments and other rooms are usually marked with specific numbers. This makes it possible to see which rooms in the documents are assigned to a specific unit.

However, the Aufteilungsplan cannot be equated with an ordinary building plan. A building plan primarily describes structural conditions. The Aufteilungsplan serves to show the division into condominium units and is part of the legal documents for establishing Wohnungseigentum.

However, the legal assignment of a room cannot be conclusively assessed based on its number in the allocation plan alone. The Teilungserklärung (declaration of division) or the division agreement, the Gemeinschaftsordnung (community rules), the land register entries and the legal regulations in the respective context are decisive.

An example: A basement room is marked with the number 8 in the layout plan. The administration cannot simply conclude from this that the owner of apartment number 8 is

automatically the owner of this basement room. To do this, the associated legal documents must be checked.

It is also possible that a room is Gemeinschaftseigentum, but an owner has been granted a Sondernutzungsrecht (exclusive right of use) for it. A Sondernutzungsrecht allows the exclusive use of a certain part of the Gemeinschaftseigentum without this part automatically becoming Sondereigentum (separate ownership).

This distinction is important: sole use does not automatically mean sole Eigentum (ownership).

Sondereigentum and Gemeinschaftseigentum in connection with construction documents

When managing a WEG, it is often necessary to clarify whether a certain part of the building belongs to Sondereigentum or to Gemeinschaftseigentum. This allocation is important because it can have an impact on responsibilities, decisions and the distribution of costs.

Sondereigentum can exist in particular in an apartment and in certain rooms not used for residential purposes, provided that the legal requirements are met. Gemeinschaftseigentum includes, in particular, the property and those parts of the building that are not separately owned or owned by a third party.

Typical examples of Gemeinschaftseigentum include the roof, the load-bearing components, the external facade and the common staircase. Components that are located within an apartment can also be Gemeinschaftseigentum if they are necessary for the existence or safety of the building or are for common use.

Windows and their essential components are generally Gemeinschaftseigentum. The fact that a window belongs exclusively to a specific apartment or is only used by its owner does not automatically change anything.

A construction plan can help to find the relevant component and understand its structural function. However, the legal assignment does not only result from the graphic representation.

For example, if an owner wants to replace the windows in his apartment, the administration must take both the structural and legal aspects into account. It must be clarified what requirements there are for execution and what resolutions or other legal requirements may be necessary.

Use of the documents in the event of damage and renovations

Building plans, construction drawings and construction descriptions are particularly useful when investigating damage to the building or preparing renovation measures.

In the event of water damage, floor plans and installation plans can provide information about pipe runs and the spatial arrangement. If there are cracks in a wall, architectural drawings can help you understand the structure of the affected area. When renovating a roof, documents about the roof structure and the materials used can be an important basis for further planning.

The administration should differentiate between the initial collection of information and the technical assessment. It can compile documents, document the damage, hire suitable

specialists and inform the owners about what to do next. However, she does not have to carry out a static calculation, a technical damage diagnosis or the assessment of complex building structures herself.

In the case of extensive renovations, it may make sense to have the existing documents supplemented by a professional inventory. This may be particularly necessary for older buildings if plans are missing or the actual condition differs significantly from the existing drawings.

Dealing with missing or contradictory documents

Complete and current documents are not available for every property. Especially with older buildings, it can happen that individual plans are missing, building descriptions can no longer be found or different documents differ from one another.

The administration should first check what documents are available in the administrative files. If necessary, previous property managers, owners, architects, specialist planners or executing companies may still have documents. For certain building law documents, it may also make sense to make an inquiry to the responsible building supervisory authority. Whether documents are available and accessible depends on the specific case.

If two plans contradict each other, the administration should not decide independently which of them is technically correct. You must first clarify whether the drawings reflect different planning statuses or whether changes have been made in the meantime.

If there are legal contradictions between the Aufteilungsplan and other documents, it must be checked which documents are relevant to the specific legal question. If necessary, legal advice should be sought.

It is important that the administration clearly documents which documents have been checked, which information is missing and which further steps need to be taken.

Typical exam situations

An owner claims that a wall in his apartment can be easily removed because it is narrow on the Grundriss. The administration must not conclude that the wall is not load-bearing. You should use suitable construction documents and, if necessary, arrange for an expert inspection. In addition, it must be clarified which legal requirements apply to the planned structural change.

In another case, an owner claims that a basement room belongs to his apartment because he has been using it alone for many years. The administration must check the legal assignment based on the relevant documents. Previous use alone does not prove Sondereigentum.

Another typical situation is preparing for roof renovation. The administration may need existing construction drawings, as-built plans and building descriptions in order to better understand the roof structure. Specialist companies can take these documents into account when planning. Before execution, however, it must be checked whether they reflect the actual condition with sufficient reliability.

If there is moisture damage in the basement, the documents can also provide initial information. However, they do not replace an investigation into the cause or a professional assessment of the necessary remediation measures.

Key Points for the Examination

Building plans, construction drawings and construction descriptions are important sources of information for the technical management of a property. You support the administration in orienting yourself in the building, preparing maintenance measures and investigating damage.

The Grundriss primarily shows the spatial arrangement from a top view. The Gebäudeschnitt shows in particular heights and the vertical structure. The building view shows the external appearance. Detailed drawings represent individual components or connections in more detail. The Baubeschreibung explains the planned or documented construction in Textform.

The Aufteilungsplan is to be distinguished from ordinary construction drawings because it serves to show the division into condominium units. The legal allocation of rooms and components must be assessed based on the relevant legal documents.

Another central audit aspect is the difference between planned, documented and actual status. Old or incomplete plans can differ from reality. If there is uncertainty, the administration must obtain further information or consult qualified experts.

Note: Technical documents help to understand the building. They do not replace the professional examination of the actual condition or the examination of the legal ownership structure.

Practice Questions and Answers

Frage 1 Welche Aussage beschreibt die Hauptaufgabe eines Gebäudeplans am besten?

A) Er dokumentiert ausschließlich die Eigentumsverhältnisse im Grundbuch.

B) Er legt verbindlich fest, welcher Eigentümer die Kosten einer Sanierung tragen muss.

C) Er ersetzt die Teilungserklärung und die Gemeinschaftsordnung.

D) Er legt die Höhe des monatlichen Hausgeldes fest.

E) Er stellt die bauliche Anordnung eines Gebäudes oder eines Gebäudeteils zeichnerisch dar.

Correct answer: E

Explanation: A Gebäudeplan communicates the spatial arrangement through drawings. It does not, by itself, establish ownership rights or replace the legal documents for a unit.

Frage 2 Was zeigt ein Grundriss in der Regel?

A) Ausschließlich die äußere Fassade eines Gebäudes.

B) Die Anordnung der Räume und Wände aus einer gedachten Sicht von oben.

C) Nur die verwendeten Baumaterialien und deren Eigenschaften.

D) Ausschließlich den Verlauf der elektrischen Leitungen.

E) Die Höhe sämtlicher Geschosse aus einer seitlichen Ansicht.

Correct answer: B

Explanation: A Grundriss is a horizontal representation viewed from above. It helps you locate rooms, walls and openings; vertical heights are better understood from a Schnitt.

Frage 3 Wofür ist ein Gebäudeschnitt besonders geeignet?

A) Zur verbindlichen Bestimmung sämtlicher Sondereigentumsrechte.

B) Zur Festlegung der Stimmrechte in einer Eigentümerversammlung.

C) Zur Berechnung der jährlichen Hausmeisterkosten.

D) Zur Darstellung von Höhenverhältnissen und des vertikalen Gebäudeaufbaus.

E) Zur Ermittlung des aktuellen Marktwertes jeder Wohnung.

Correct answer: D

Explanation: A Gebäudeschnitt represents a vertical cut through the building. This makes storey heights, floor levels and the relationship between roof and floors visible.

Frage 4 Was bedeutet der Maßstab 1:100?

A) Ein Millimeter auf dem Plan entspricht zehn Metern in der Realität.

B) Ein Zentimeter auf dem Plan entspricht 100 Zentimetern in der Realität.

C) Ein Meter auf dem Plan entspricht zehn Zentimetern in der Realität.

D) Ein Zentimeter auf dem Plan entspricht zehn Metern in der Realität.

E) Die Zeichnung ist 100-mal größer als das dargestellte Gebäude.

Correct answer: B

Explanation: The ratio compares the same units: 1 cm on the drawing represents 100 cm on site, which is 1 metre. Convert units before calculating actual dimensions.

Frage 5 Welche Aussage über eine Baubeschreibung ist richtig?

A) Sie beweist automatisch, dass sich das Gebäude heute noch im ursprünglichen Zustand befindet.

B) Sie ersetzt sämtliche technischen Zeichnungen.

C) Sie enthält immer die vollständige rechtliche Zuordnung aller Räume.

D) Sie darf ausschließlich Angaben zu den Außenwänden enthalten.

E) Sie beschreibt schriftlich die vorgesehene oder dokumentierte Bauausführung und Ausstattung.

Correct answer: E

Explanation: A Baubeschreibung records construction and specification information in words. Drawings and written specifications complement one another rather than serving the same purpose.

Frage 6 Ein Eigentümer möchte eine Wand entfernen und behauptet, diese sei nicht tragend. Welche Vorgehensweise ist sachgerecht?

A) Die Verwaltung genehmigt die Entfernung, weil die Wand innerhalb der Wohnung liegt.

B) Die Wand gilt automatisch als Sondereigentum und darf deshalb verändert werden.

C) Die Verwaltung entscheidet allein anhand der Aussage des Eigentümers.

D) Die Wand darf entfernt werden, wenn sie im Grundriss dünn dargestellt ist.

E) Die Verwaltung prüft geeignete Unterlagen und veranlasst bei Bedarf eine fachkundige Beurteilung; außerdem sind die rechtlichen Voraussetzungen zu klären.

Correct answer: E

Explanation: A narrow line on a drawing is not reliable proof that a wall is non-load-bearing. Technical assessment and any necessary ownership-related approvals must be checked before work begins.

Frage 7 Welche Bedeutung hat ein Aufteilungsplan für die WEG-Verwaltung?

A) Er ersetzt die Prüfung der Teilungserklärung und der Grundbucheintragungen.

B) Er legt automatisch die Höhe des Hausgeldes fest.

C) Er stellt die Aufteilung des Gebäudes und die Lage der Wohnungseigentumseinheiten dar.

D) Er zeigt ausschließlich den Verlauf der Wasserleitungen.

E) Er dient ausschließlich zur Berechnung der Wohngebäudeversicherung.

Correct answer: C

Explanation: The Aufteilungsplan shows the location and numbering of the units. It supports identification; the legal allocation must still be read together with the relevant ownership documents.

Frage 8 Ein Eigentümer nutzt seit Jahren allein einen Kellerraum. Welche Aussage ist richtig?

A) Nach fünf Jahren wird der Raum automatisch zu seinem Sondereigentum.

B) Jeder Kellerraum gehört grundsätzlich dem Eigentümer der Wohnung darüber.

C) Die Verwaltung darf die Eigentumszuordnung nach der Dauer der Nutzung festlegen.

D) Ein Kellerraum kann niemals Gegenstand eines Sondernutzungsrechts sein.

E) Die alleinige Nutzung beweist nicht automatisch, dass der Raum in seinem Sondereigentum steht.

Correct answer: E

Explanation: Long-standing sole use describes what happens in practice, not necessarily the legal ownership position. The relevant documents may establish Sondereigentum or a different right of use.

Frage 9 Warum muss die Verwaltung prüfen, ob vorhandene Bauunterlagen aktuell und vollständig sind?

A) Weil ältere Bauunterlagen grundsätzlich nicht mehr verwendet werden dürfen.

B) Weil die Verwaltung sämtliche Gebäudepläne selbst neu zeichnen muss.

C) Weil nur die jüngsten Unterlagen für die rechtliche Zuordnung von Wohnungseigentum verwendet werden dürfen.

D) Weil Umbauten und Sanierungen dazu geführt haben können, dass die Unterlagen vom tatsächlichen Gebäudezustand abweichen.

E) Weil Bauzeichnungen grundsätzlich nach zehn Jahren ihre Gültigkeit verlieren.

Correct answer: D

Explanation: Later alterations may not appear on an older drawing. Decisions based on outdated plans can therefore misrepresent the building as it exists today.

Frage 10 Welche Aussage beschreibt den richtigen Umgang mit technischen und rechtlichen Gebäudeunterlagen?

A) Ein technischer Bauplan entscheidet immer abschließend darüber, wem ein Gebäudeteil gehört.

B) Die tatsächliche Nutzung eines Raumes ist stets wichtiger als die Teilungserklärung.

C) Die Verwaltung darf fehlende Informationen durch eigene Annahmen ersetzen.

D) Technische Unterlagen helfen bei der Beurteilung des Gebäudeaufbaus; die rechtliche Zuordnung muss anhand der maßgeblichen rechtlichen Unterlagen geprüft werden.

E) Eine Baubeschreibung ist grundsätzlich aussagekräftiger als jede fachliche Untersuchung.

Correct answer: D

Explanation: Construction drawings explain the physical structure. Whether a room or component is legally allocated to a unit requires the ownership documents and applicable law as well.

1.2 Relevant Types of Property Insurance

Importance of insurance for WEG administration

Insurance is one of the important topics in residential property management. A building is exposed to different risks every day. These include, for example, fires, damage to mains water, storms, hail, damage caused by falling trees and liability claims if people are injured or other people's property is damaged. Such events can cause high costs and, under certain circumstances, have a significant impact on the financial performance of a unit owners' association.

The WEG administration must therefore know which insurance policies are relevant for a property, which damages can generally be insured and which tasks this entails for the administration. You do not have to act as an insurance broker yourself. However, you should know the existing insurance contracts, be able to understand the insured risks and take the necessary steps in the event of damage.

Imagine an apartment building with ten condominiums. After a severe storm, parts of the roof are damaged. Rainwater penetrates the building and damages several apartments. Repairing the roof is expensive. There may also be costs for drying work, repairing consequential damage and restoring damaged parts of the building.

If the unit owners' association has taken out appropriate Wohngebäudeversicherung (residential building insurance), it can cover the insured storm damage within the agreed conditions. However, whether and how much is actually paid depends, among other things, on the specific insurance, the extent of the damage, possible exclusions and the agreed deductible.

Another example: A visitor slips on an inadequately cleared sidewalk in front of the building in winter and injures himself. If the unit owners' association or the person responsible is held liable for the Verkehrssicherungspflicht (duty to keep premises reasonably safe), appropriate liability insurance may become relevant. Whether insurance coverage exists depends on the specific contract and the actual circumstances.

Practice Questions and Answers

Frage 1: Was bedeutet es, dass die Gemeinschaft der Wohnungseigentümer rechtsfähig ist?

A) Sie wird automatisch Eigentümerin sämtlicher Wohnungen.

B) Sie darf keine Verträge mit Unternehmen abschließen.

C) Sie darf ausschließlich Eigentümerversammlungen durchführen.

D) Sie ersetzt die einzelnen Wohnungseigentümer als Grundstückseigentümer.

E) Sie kann selbst Rechte und Pflichten haben und am Rechtsverkehr teilnehmen.

Correct answer: E

Explanation: Rechtsfähigkeit means that the community can itself hold rights and duties. It can therefore participate in legal transactions as a distinct legal entity.

Frage 2: Welche gesetzliche Vorschrift regelt insbesondere die Rechtsfähigkeit der Gemeinschaft der Wohnungseigentümer?

A) § 823 BGB

B) § 9a WEG

C) § 433 BGB

D) § 535 BGB

E) § 985 BGB

Correct answer: B

Explanation: Section 9a WEG is the key provision on the Gemeinschaft der Wohnungseigentümer as a legal entity. Do not confuse it with provisions on the manager's separate powers.

Frage 3: Wer ist grundsätzlich Vertragspartner, wenn die Gemeinschaft einen Dachdecker mit der Reparatur des gemeinschaftlichen Daches beauftragt?

A) Grundsätzlich die Gemeinschaft der Wohnungseigentümer.

B) Ausschließlich der Hausmeister.

C) Ausschließlich der Verwaltungsbeirat.

D) Jeder Wohnungseigentümer einzeln.

E) Immer der Eigentümer der obersten Wohnung.

Correct answer: A

Explanation: A contract entered into for the community generally makes the community the contractual party. The manager's role in arranging the roof repair does not automatically make the manager the customer personally.

Sonderumlage and Erhaltungsrücklage in comparison

Feature	Sonderumlage	Erhaltungsrücklage (maintenance reserve)
Purpose	Cover additional financial needs	Save money for future maintenance and repair measures
Time	If additional financing is required	Continuous advance accumulation
Financing	Additional payment from owners	Allocation from approved advances
Amount	Depending on the specific financial requirements	Depending on the appropriate reserve requirements
Beschluss	Required resolution on the levy	Beschluss on the corresponding advances and reserves
Usage	For the agreed financing purpose	Generally for maintenance and repair measures on Gemeinschaftseigentum
Risk	High short-term burden on individual owners	Insufficient reserves may require special levies or loans later

Key Points for the Examination

- A Sonderumlage is an additional payment by the owners to cover a specific financial need of the community.
- For a Sonderumlage, the financing requirements, the distribution, the amount of the individual shares and the due date must be clarified.
- The distribution takes place according to the applicable cost allocation key. It does not always take place automatically according to co-ownership shares.
- The Erhaltungsrücklage serves to save money for future maintenance measures on Gemeinschaftseigentum.
- According to Section 19 Paragraph 2 No. 4 WEG, the accumulation of an appropriate Erhaltungsrücklage is part of proper administration.
- There is no uniform legal minimum amount that applies to all unit owners' associations.
- The reserve is earmarked and must be managed in a commercially comprehensible manner.
- The Vermögensbericht must show the status of reserves and the main community assets.
- A loan can reduce the short-term burden, but incurs interest and other financial obligations.
- Payment difficulties of individual owners do not automatically eliminate their payment obligations.

Note: The Erhaltungsrücklage builds up financial provisions. The Sonderumlage covers additional financial needs. A loan enables financing over a longer period of time, but brings with it new obligations and costs.

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