

Show changes as a real estate agent, loan broker, property developer, building supervisor and residential property manager

As a real estate agent, loan broker, property developer, building supervisor or residential property manager, you are obliged to inform the licensing authority immediately of any changes to the authorized representatives and management personnel.

Competent Department

- [Die Senatorin für Wirtschaft, Häfen und Transformation | Referat 50 Gewerbeangelegenheiten](#)

Basic information

There is a change, for example a new management. You report the change to the supervisory authority.

Requirements

- You or your company have a license as a real estate agent, loan broker, property developer, building supervisor or residential property manager.
- Your company has a new manager or branch manager or (in the case of legal entities) a new authorized representative.

What documents do I need?

- With new authorized representative:
 - Current extract from the commercial register (copy).
 - Certificate of good conduct for submission to an authority for the registered persons.
 - Information from the central trade register for submission to an authority.
 - Information on tax matters from the tax office not older than 3 months.
- In the event of a name change or company change:
 - Current extract from the commercial register (copy).
 - Marriage certificate, if applicable (copy).
- For other change notifications:
 - Business transfer or business registration

Procedure

After submitting a written application for a license in accordance with Section 34c GewO, your reliability under trade law will be checked on the basis of the information you provide, the documents you submit and other official inquiries.

The above-mentioned activities requiring a permit may not be commenced before the permit has been issued. Operating without the required permit constitutes an administrative offense that can be punished with a fine of up to EUR 5,000.00.

Legal bases

- [§ 34 c Gewerbeordnung](#)
- [§ 9 Makler- und Bauträgerverordnung \(MaBV\)](#)
- [Nr. 150.20 Kostenverordnung der Wirtschaftsverwaltung \(WKostV\)](#)

What deadlines must be paid attention to?

The notification must be made immediately after the change or after the new entry of the management personnel or the person authorized to represent the company.

How long does it take to process

If the documents are complete, they are usually processed within a few weeks.

Currently around 4 weeks.

What are the costs?

Fees may be incurred. The amount can be found in the fee schedule under Legal basis.

294.00 EURO to 1,001.00 EURO.