

# Apply for certificate of seclusion according to the Condominium Act

You must apply for a certificate of seclusion if you wish to establish a separate property or assert a permanent right of residence.

## Competent Department

- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | Service-Center Bau](#)
- [Die Senatorin für Bau, Mobilität und Stadtentwicklung | Stadtplanung, Bauordnung Nord \(Bauamt Bremen-Nord\)](#)

## Contact Person

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## Basic information

If you wish to establish separate ownership of an apartment or non-residential premises (e.g., commercial premises) or a parking space, you will need a certificate of separate ownership. You will also need this if you wish to establish the right to permanently occupy a certain apartment in the building (permanent right of occupancy).

The certificate of seclusion proves that

- apartments or rooms not used for residential purposes are structurally closed off from other apartments and rooms, and
- have their own lockable access.

Special ownership can also be established for parking spaces and parts of the property outside the building, such as terraces or garden areas. The special property must be clearly defined by dimension specifications in the construction drawings.

The certificate of seclusion is issued by the responsible building authority after checking your documents.

## Requirements

You must prove that you are either the owner or heritable building right holder of the rooms for which a certificate of seclusion is requested. Alternatively, you must provide credible evidence of your legitimate interest (e.g. purchaser).

The respective property must be located in the Free Hanseatic City of Bremen.

Apartments or rooms not used for residential purposes are closed off if they are structurally completely separated from other apartments and rooms (e.g. by walls and ceilings) and have their own lockable access directly outside, from a staircase or an anteroom. The access may not lead across another separate property or across a neighboring property without in rem security.

A locked apartment may include additional lockable rooms outside the respective enclosure.

Parking spaces as well as parts of the property outside the building (such as terraces and garden areas), on which special ownership is also to be established, must be clearly defined by dimension specifications in the construction drawing or in the partition plan.

## What documents do I need?

- Application for the issuance of a certificate of seclusion
- Site plan

In case of written application: in 3 copies

- Construction drawings

The construction drawing must be an as-built drawing for existing buildings.

In case of written application: in 3 copies

- Proof of ownership (current excerpt from the land register or purchase contract or administrator's contract)

# Procedure

You can apply online or in writing.

## Online application

- You can submit applications in digital form via the online service. You will find the link to the online service under "Further information" - "Online service".
- Once you have successfully logged in via a user account, you will be guided through the form step by step.
- Please have the required attachments to your application ready for upload.
- After submitting your application, you will receive a confirmation of receipt.
- Communication regarding your application with the authority should take place entirely via the online service.
  - You have the option of sending and receiving messages in the online service. The authority's decision will also be communicated electronically via the online service.
- Further information is available directly in the online service.

## In writing

- You make the application in text form and submit it to the competent authority with the required documents.
- The application and the documents will be checked with regard to responsibility and completeness.
- On the basis of the German Condominium Act, it will be checked whether the requirements for issuing a certificate of completion are met.

If all requirements are met, you will be sent the certificate of segregation together with the partition plan.

You will also receive a notice of costs.

## Legal bases

- [Kostenverordnung Bau \(BauKostV\)](#)
- [§ 32 Abs. 1, Abs. 2 Satz 2 Nr. 2 Gesetz über das Wohnungseigentum und das Dauerwohnrecht \(WEG\)](#)
- [§ 7 Abs. 4 Satz 1 Nr. 2 Gesetz über das Wohnungseigentum und das Dauerwohnrecht \(WEG\)](#)
- [Wohnungseigentumsgesetz \(AVA\)](#)
- [Bremisches Gebühren- und Beitragsgesetz \(BremGebBeitrG\)](#)

## More information

The certificate is issued regardless of building code regulations.

**What deadlines must be paid attention to?**

Not specified.

**How long does it take to process**

Not specified.

**What are the costs?**

73,00 EUR Basic fee

28,00 EUR plus per apartment or part-ownership (e.g. garage parking space)