HAUSVERWALTUNG-WECHSEL.DE

Guide to property management

Types of management, statements and the right questions to ask a property manager – a compact guide for owners and landlords in Germany.

Three types of management

	WEG management	Rental management	Individual unit management
Works for	the homeowners' association	the owner of a building	the owner of a flat in a WEG
Responsible for	the common property	the building and all tenancies	that flat and its tenancy

WEG management

Commercial, organisational and technical management of the common property of a homeowners' association (WEG) under the German Condominium Act.

- [ ] Annual budget and owners' statement
- [ ] Owners' meetings and implementation of resolutions
- [ ] Maintenance reserve and financial report
- [ ] Technical care of the common property

Rental management

Management of let residential and commercial buildings on behalf of the owner – from rent collection to re-letting.

- [ ] Rent accounting and arrears
- [ ] Operating-cost statements
- [ ] Tenant communication and contract management
- [ ] Handovers and re-letting

Individual unit management

Care of let condominium flats on behalf of the individual owner – alongside the WEG management.

- [ ] Rent collection and rent account
- [ ] Tenant statement derived from the owners' statement
- [ ] Coordination with the WEG manager
- [ ] Tenant changes and flat inspections

The owners' statement is not the tenants' statement.

Both statements deal with the costs of a property – but for different people and under different rules. If you let a flat, you need both.

	Hausgeldabrechnung (owners)	Betriebskostenabrechnung (tenants)
For whom	Unit owners	Tenants
Prepared by	WEG manager	Landlord, or a rental / unit manager
Legal basis	Condominium Act (WEG), annual budget	Tenancy agreement, Civil Code, Operating Costs Ordinance
Contains	All costs of the common property incl. reserve and management	Only recoverable operating costs
Management fee, reserve, repairs	Yes	No – not recoverable
Deadline	After the end of the financial year	Within 12 months of the end of the billing period

Simplified overview. In each case, the tenancy agreement, the type of cost and current law decide.

Ten questions to ask a property manager

1. Who is my personal contact – and who covers for them?
2. How quickly are enquiries answered?
3. What does the base fee include, and what costs extra?
4. How often is the property inspected?
5. How are contractors selected and work signed off?
6. Up to what amount do you instruct work without asking?
7. When will the statement and annual budget be ready?
8. Is there an online portal with all documents?
9. Do you hold a § 34c GewO licence and professional indemnity insurance?
10. How are term, notice and handover regulated?

Services at a glance

DIRECT Provided by our own team PARTNER Coordinated by us, carried out by vetted specialist partners

WEG management DIRECT

Commercial, organisational and technical management of the common property of a homeowners' association (WEG) under the German Condominium Act.

Rental management DIRECT

Management of let residential and commercial buildings on behalf of the owner – from rent collection to re-letting.

Individual unit management DIRECT

Care of let condominium flats on behalf of the individual owner – alongside the WEG management.

Facility management DIRECT

Coordination of technical, infrastructural and commercial tasks across the life cycle of a building.

Caretaker services DIRECT

Regular inspections and care of the common areas – so damage is spotted early.

Property maintenance DIRECT

Planning and steering of servicing and repairs so the property keeps its value.

Building cleaning PARTNER

Stairwell, routine and window cleaning to an agreed schedule, with quality checks.

Modernisation PARTNER

Condition survey, prioritisation and coordination of measures that improve the property for the long term.

Renovation & refurbishment PARTNER

From renovating a flat to refurbishing a roof or facade – planned, tendered and supervised.

Energy optimisation PARTNER

Understanding consumption, finding savings and planning sensible measures for heating, systems and building envelope.

Project development PARTNER

From the first idea through feasibility and planning to marketing – for extensions, conversions or new builds.

Project management PARTNER

Steering larger building projects in the owner's interest: schedule, cost, quality and communication.

How quickly can I change my property manager?

It depends on the contract. In a WEG, the manager can be removed by resolution at any time; the contract ends no later than six months afterwards. Including preparation, comparing offers and the meeting, three to six months is realistic.

Your property deserves a clear plan.

Find out which services genuinely make sense – without obligation and in a few minutes.
hausverwaltung-wechsel.de/en/enquiry

This article is general information and not legal or tax advice for your individual case. Your contract, your association's resolutions and current law are what count.