

## REAL ESTATE TRANSFERS

### For Individuals

- ID Card and Driving License
- Health Card
- Indication of any family relationship between the parties

#### People not married:

- Certificate of freedom or widowhood

#### People married (even if separated or with common assets):

- Extract of the marriage certificate issued by the municipality where the marriage was contracted
- Copy of the act of separation of the properties
- Copy of the act of equity fund

#### Divorced people:

- Divorce Act

#### Intervention of a procurator:

- Original proxy or copy authenticated by the Notary who has the original copy

#### For incapable people:

- Judicial authorization

#### Non-EU:

- Residence permit or residence card

### For Institution and Companies

- Identity document of the legal representative
- Business Profile
- Current Statute
- Documents concerning the sale
- Tax Code or registration number
- Act of foundation

#### For institutions with the Board of Directors:

- Book Reports with the resolution authorizing the operation

#### For cases of conflict of interest with the administrative board:

- Shareholders' resolution

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## Documents of the asset

From the seller:

- Copy of the act of purchase
- Energy Performance Certificate
- Certification of compliance urban cadastral

Requested documents if the property is received through inheritance:

- Declaration of inheritance
- Death certificate
- A copy of the publication of the testament

Requested documents if the property is part of a condominium:

- Document that ensure that charges were regularly paid
- Any building / urban planning concerning the property
- Copy of the habitability permission
- Certificate of energy performance
  - certification of compliance of the systems

Requested documents if the property is sold by the builder.

- Insurance

Requested documents if the property is mortgaged:

- Copy of the lease
- Receipt of extinction of the mortgage or latest bulletin
- Copy of the notary deed of assent to cancellation of mortgage

Requested documents if the property is rented:

- Copy of lease
- Check the assumptions of first refusal:

Requested documents if the property sold is a plot of land:

- Certificate of urban destination
- Check for the purpose of pre-emption, renters or neighboring entitled

**For all the types of properties, make any assumptions of capital gain. If the buyer choose for the substitute tax, make a payment schedule document. For plots of land make an update of the estimate of an expert.**

From the buyer:

- Copy of the registered contract
- Receipt of the tax payment (F23)

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Both Seller and buyer must, when the order is placed, declare to the Notary their job, why they're signing an act, origin of the money, subjects for whom they're operating (anti-money laundering law).

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