Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Declaration for discharge of a mortgage

Documents required to prepare the notarial file

01 The owners' identity documents;

02 The mortgaged property's title document (as applicable: title deed, sale agreement, certificate of inheritance, deed of gift, final and irrevocable civil judgment or decision, etc.). The power of attorney, if a party is represented by an authorised representative;

03 The mortgage agreement;

04 The credit agreement;

05 The informational land register extract issued by ANCPI;

06 The loan closure letter;

07 The discharge consent issued by the National Credit Guarantee Fund for Small and Medium-sized Enterprises (FNGCIMM), if the property was paid for through the Prima Casă or Noua Casă programme;

08 The bank representative's identity document and power of attorney. The bank representative sends these documents to the notarial firm.

IMPORTANT

All original documents must be presented on the signing date. Additional documents may be requested after the documentation is reviewed. The required documents must be sent no later than the day before the notarial procedure.

This checklist is for guidance and does not replace the notary public's review of the file.

CCO Building
Bulevardul Eroii Sanitari nr. 1-3
Sector 5, Bucharest

www.aequitas-cotroceni.ro
office@aequitas-cotroceni.ro
021 224 03 50 · 0751 298 800