Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Deed of gift

Documents required to prepare the notarial file

01 Title documents (as applicable: title deed, sale agreement, certificate of inheritance, deed of gift, final and irrevocable civil judgment or decision, etc.);

02 Proof that the purchase price under the acquisition deed has been paid in full;

03 The property's cadastral documentation and land registration decision;

04 The tax clearance certificate naming all owners and confirming no outstanding liabilities;

05 The land register extract for authentication;

06 The owners' association certificate confirming payment of maintenance charges;

07 Invoices and receipts proving payment to utility suppliers, including the latest electricity bill and proof of its payment;

08 The energy performance certificate;

09 The original marriage certificate and/or divorce judgment, where applicable;

10 The power of attorney, if a party is represented by an authorised representative;

11 The parties' identity booklets or identity cards;

12 Proof of kinship through civil status documents.

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.

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