Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Merger, subdivision or division into units

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/decision, etc.);

02 The report approving the merger or subdivision;

03 The urban planning certificate for the merger or subdivision, if the subdivision creates three or more plots;

04 The certificate confirming the construction or extension of the building, or the building permit stating the number of individual units in the condominium, for division into units or further subdivision of a unit;

05 The land register extract for authentication;

06 The lending institution's consent, if the property is mortgaged;

07 The tax clearance certificate issued in the owner's name, confirming no outstanding liabilities;

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

09 The parties' identity documents (identity booklets or identity cards);

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

11 If a party is a legal entity:

12 The resolution of the General Meeting of Shareholders approving the execution of the deed for which authentication is requested;

13 Company documents: articles of association, unique registration code (C.U.I.) and company status certificate.

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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