Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Partition agreement

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 Cadastral documentation for the property (site and boundary plan, land registration decision issued by the competent District Court or ANCPI, etc.);

03 For apartments, a certificate from the owners' association confirming that the owner is up to date with payments to the association;

04 The tax clearance certificate confirming no outstanding liabilities;

05 The land register extract for authentication, issued by the competent ANCPI office;

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

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

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

09 If the partition involves an equalisation payment: the amount, payment date and bank accounts from/to which payment will be made;

10 If the property to be partitioned is mortgaged: the mortgage creditor's consent.

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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