Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Power of attorney for property management

Documents required to prepare the notarial file

01 The identity document of the person granting authority.

02 The authorised person's identification details or a copy of their identity document.

03 Title documents and land register details for the property.

04 Available cadastral documentation and registration decisions.

05 Civil status documents relevant to establishing the holders of the rights.

PLEASE NOTE

Specify the permitted activities: dealings with suppliers, letting, collecting payments or representation before authorities.

IMPORTANT

Original documents must be presented on the signing date. Additional documents may be requested after the file is reviewed. Send the documents no later than the day before the notarial procedure, after the office has confirmed the requirements.

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

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