Aequitas Cotroceni
PROFESSIONAL NOTARIAL FIRM
Romania · National Union of Notaries Public

Operating licence No. 294 / 22.10.2025

INFORMATION SHEET · REQUIRED DOCUMENTS

Preliminary sale and purchase 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 Proof that the purchase price under the acquisition deed has been paid in full;

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

04 The informational land register extract (from ANCPI);

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

06 The sale price, deposit amount, date of transfer of ownership and date on which the authenticated sale agreement will be executed;

07 The prospective seller's and prospective buyer's bank accounts from/to which the price will be paid;

08 Marriage certificates and divorce judgments (for both the prospective seller and prospective buyer), 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 The resolution of the company's General Meeting of Shareholders or the Sole Shareholder's decision approving the execution of the deed for which authentication is requested;

12 Company documents: articles of association, registration certificate and a recent company status certificate (which may be obtained by the notarial firm), etc.

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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