INFORMATION SHEET · REQUIRED DOCUMENTS

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 original tax clearance certificate issued in each owner's name by the competent local tax department, confirming no outstanding liabilities;

05 The land register extract for authentication, obtained by the notarial firm;

06 The latest invoices from utility suppliers and proof of payment;

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

08 The energy performance certificate;

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

10 Marriage certificates and divorce judgments, where applicable;

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

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

13 If a party is a legal entity:

14 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;

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

16 If the purchase is financed by a bank loan, we also need the bank representative's details, power of attorney and identity card, the number and date of the credit agreement, and the loan amount;

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17 A tax clearance certificate issued for each buyer (Government Emergency Ordinance No. 7/2026), confirming no outstanding liabilities to the local budget at their place of residence or, for buyers that are legal entities, at their registered office.

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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