



## BUYING REAL ESTATE

### For individuals

- Valid identity card, passport or driver's license issued by the Prefecture
- Tax Code Card or Health Card
- Certificate of Residence
- Indication of any family relationship between the parties

#### ***Unmarried individuals:***

- Certificate of free / widowhood (plain paper)

#### ***Married (even if separated or in the legal regime of community of property):***

- Extract summary of the marriage (on plain paper) issued by the municipality in which the marriage was contracted
- Copy of the act of separation of property
- A copy of the underlying asset

#### ***Separated and divorced:***

- Judgment / Decree of separation or divorce

#### ***Intervention of Attorney:***

- Prosecution in original or certified copy issued by the notary who keeps the original in his collection

#### ***Representation of unable individuals:***

- Judicial Authorization

#### ***Non-EU citizens:***

- Residence permit or residence card

### For institutions and companies

- ID card of the legal representative
- Tax Code and VAT
- Charter
- Certificate Chamber (Register Enterprises)
- Current statute or last deed containing the updated social pacts

#### ***For institutions with Administrative Board:***

- Book Reports to produce extract of the resolution authorizing the operation

#### ***For the cases of conflict of interest with the Board of Directors:***

- Resolution of the shareholders

### Documents Building/Plot

#### ***From the seller:***

- Copy of the deed of purchase with transcription note
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***If the property is received through inheritance provide:***

- Declaration of succession
- Death certificate
- Copy of the report of the publication of the will

***If the property is part of a condominium:***

- Statement from the condominium
- Plan Cadastral
- Any building / urban planning with regard to the promise house for sale
- Copy of the certificate of occupancy / habitability
- Energy performance certificate issued by the appropriate certifying
- Certification of the conformity of equipment . If you are not in possession of the certificates, the parties have to declare and implement responsibilities and obligations.

***If the construction company sells:***

- Decennial insurance policy, in the cases of law

***If the property is mortgaged, produce::***

- Copy of loan agreement
- Receipt of termination of the loan or latest bulletin
- Any copy of the deed of assent to the cancellation of mortgage

***In the case of leased property to a third party, produce:***

- Copy of lease
- Check the assumptions of pre-emption: for homes with termination of the contract and for commercial premises

***If the sale involves a plot also produce:***

- Certificate and cadastral plan with borders
- Certificate of urban destination
- Check for the purpose of pre-emption, tenants or neighboring entitled

**For all properties, check for any possibility of capital gain. If you opt, under certain circumstances, the substitute tax, you have to produce payment schedule. For plots, produce any restatement of expertise.**

***By the purchaser:***

- A copy of the preliminary purchase agreement registered
- Relative copy of the payment of taxes
- Relative copy of the payment of taxes (F23)

**Each party, at the time the order is placed, shall declare in writing to the Notary, for the fulfillment of obligations under the money laundering legislation: activity practiced, succinct reasons for the act done, the source of funding necessary to the operation, names of individuals, on behalf of which should operate.**

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