M | F – MARCO FIORENTINO ◆ *Notary in Naples*
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FILLABLE CHECKLIST

Documents required for the deed

Deed by deed, what is needed to prepare your file. Tick the boxes as you collect the documents and note the date you hand them in: on signing day you only sign.

IN SHORT

Send everything by email or through the reserved area a few days before the appointment; originals are brought on signing day. If a document is missing or you cannot find it, call us: we can often retrieve it ourselves.

Name and surname _____ Deed _____ Expected signing date _____

Documents due by _____ File / reference _____

YOU document you obtain and hand in (original, unless stated otherwise) · OFFICE document or check we obtain ourselves from public records. Not every section applies to you: fill in only those for your deed.

1 ALL DEEDS: THE SIGNATORIES

	Document	Who provides it	Handed in on / notes
☐	Valid identity document and health card / tax code of every person signing	YOU	
☐	Up-to-date civil status: birth extract if unmarried; marriage extract with the marital property regime; separation, divorce, civil union or cohabitation agreement	YOU	
☐	Non-EU citizens: valid residence permit or card (or receipt of the renewal application)	YOU	
☐	If signing for others: power of attorney in original or certified copy; for a company: company search, articles and the authorising resolution	YOU	
☐	Contact details: phone, email for the copy of the deed and the invoice; with a VAT number, PEC or recipient code	YOU	
☐	Check of tax codes in the Tax Registry; for companies, search at the Companies Register	OFFICE	

2 SALE AND PURCHASE: THE SELLER

	Document	Who provides it	Handed in on / notes
☐	Purchase deed of the property; if inherited: succession return, death certificate, will, acceptances or waivers and the deceased's deed	YOU	
☐	Building permits from 1 September 1967: licences, permits, DIA/SCIA/CILA, amnesty applications with payment receipts, habitability certificate	YOU	
☐	Cadastral floor plan matching the actual state of the property (tell us at once if works were not updated)	YOU	
☐	Valid energy performance certificate (APE); for land, a zoning certificate (CDU) less than one year old	YOU	
☐	Outstanding mortgage: updated payoff statement or the bank's consent to cancel the mortgage	YOU	
☐	Registered lease, if the property is let; condominium rules and the administrator's statement on charges	YOU	
☐	Deposit and advances already received (cheques or transfers with dates); registered preliminary contract with F24 receipt; estate agent details and commission	YOU	
☐	If selling within 5 years of purchase (10 after the Superbonus): invoices and transfers of costs, for the capital gain and the 26% substitute tax	YOU	
☐	Twenty-year mortgage searches, cadastral search and map, check of registered owners and of the title	OFFICE	

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Professional liability insurance AIG Europe Limited no. IFL0008350 (individual) and IFL0008164.151675 (CNN collective), cover € 3,000,000
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3 SALE AND PURCHASE: THE BUYER

	Document	Who provides it	Handed in on / notes
☐	Copy of payments already made to the seller (cheques: date, number, bank; transfers: date, IBAN, CRO/TRN)	YOU	
☐	Registered preliminary contract with F24, if signed	YOU	
☐	"First home" relief: other homes in the same municipality or bought with the relief; residence or transfer within 18 months; deed of the home sold less than a year ago for the tax credit	YOU	
☐	Mortgage: bank, branch, contact person, amount and date the bank is ready	YOU	
☐	Choices to communicate: price escrow with the notary (Law 147/2013), date of handover of keys, appurtenances to link	YOU	
☐	Check of the requirements for relief, tax calculation, check of encumbrances; after the deed registration, transcription and cadastral transfer	OFFICE	

4 MORTGAGE LOAN

	Document	Who provides it	Handed in on / notes
☐	Personal and civil-status documents of borrowers, guarantors and third-party mortgagors	YOU	
☐	Title of the mortgaged property (if different from the one you are buying: floor plan and building permits too)	YOU	
☐	Bank details: branch, contact person, amount, term, signing date; appraisal and fire insurance if the bank does not send them	YOU	
☐	IBAN of the account the bank will pay into and instructions on who receives the money	YOU	
☐	Preliminary notarial report for the bank, review of the draft, registration of the mortgage and final report	OFFICE	

5 GIFT

	Document	Who provides it	Handed in on / notes
☐	Title of the property (if inherited, the succession documents)	YOU	
☐	Building permits from 1967, matching floor plan; for land the CDU (no APE needed)	YOU	
☐	List of previous gifts to the same beneficiary, with copies of the deeds (allowances are cumulative)	YOU	
☐	The recipient: personal documents and certificate of kinship with the donor, if not shown by the documents	YOU	
☐	Two adult witnesses, not relatives nor interested parties, with ID (the Office can provide them if you prefer)	YOU	
☐	Mortgage and cadastral searches, calculation of gift, mortgage and cadastral taxes; transcription and cadastral transfer	OFFICE	

6 SUCCESSION

Succession return, acceptance or waiver of inheritance

	Document	Who provides it	Handed in on / notes
☐	Death certificate and extract of the death record; tax code and last residence of the deceased	YOU	
☐	Sworn statement listing the heirs and their tax codes; historical family certificate if requested	YOU	
☐	Will: the original holographic will (to be published) or the publication record	YOU	
☐	Real estate: the deceased's purchase deed, cadastral search and floor plan; for land the CDU	YOU	
☐	Accounts, securities, policies, funds: bank statement with the balance at the date of death; companies: search and latest accounts	YOU	
☐	Deductible debts: mortgages (bank certificate), medical expenses of the last six months, funeral expenses with invoice; lifetime gifts to heirs	YOU	
☐	Searches, tax calculation, electronic filing of the return, cadastral transfers, transcription of the acceptance	OFFICE	

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7 COMPANIES

Incorporation, transfer of shares, minutes, transfer of business

	Document	Who provides it	Handed in on / notes
☐	Personal documents of shareholders and directors; if a shareholder is a company: search, articles, resolution	YOU	
☐	Data sheet of the new company: name, registered office, purpose, capital and shares, term, financial year, directors, PEC; draft articles if any	YOU	
☐	Proof of payment of the capital (banker's draft or transfer to the dedicated account); sworn appraisal for contributions in kind	YOU	
☐	Transfer of shares: updated articles and search, waiver of pre-emption by the other shareholders, price and means of payment	YOU	
☐	Minutes: notice of meeting and receipts (or all present), original stamped company books, latest accounts	YOU	
☐	Transfer of business: licences, inventory, list of employees, current contracts, certificate of pending tax liabilities (art. 14 Legislative Decree 472/1997)	YOU	
☐	Name check, historical file from the Companies Register, drafting of the deed, filing within 30 days, beneficial owner	OFFICE	

8 POWER OF ATTORNEY

	Document	Who provides it	Handed in on / notes
☐	ID and tax code of the grantor and of the attorney; full details of the attorney	YOU	
☐	Precise description of the deed to be carried out: deed or cadastral data of the property; search and articles for companies	YOU	
☐	Existing power of attorney: original or certified copy; if signed abroad, apostille or legalisation and sworn translation	YOU	
☐	Check of the validity of the power of attorney and of the powers granted	OFFICE	

9 MINORS, GUARDIANSHIP AND SUPPORT ADMINISTRATION

	Document	Who provides it	Handed in on / notes
☐	ID and tax code of the minor and of both parents (or of the guardian / support administrator with the appointment order)	YOU	
☐	Sworn appraisal of the property; source of the money for purchases; use of the proceeds for sales	YOU	
☐	Review and notarial authorisation (or application to the guardianship judge where it remains within its remit), special curator if needed	OFFICE	

Golden rule. Everything you hand in must be an original or a certified copy: photocopies are only used to prepare the draft. The full checklist, with explanations item by item, is in the Signing memo and at notaiofiorentinomarco.com/documenti.

Notes and additional documents requested by the Office

Place and date

Signature (name and surname)

HOW TO RETURN IT SIGNED Sign it by hand after printing, or with a digital signature (PAdES or CAdES) if you have one. Preferably send it by certified email (PEC) to **marco.fiorentino@postacertificata.notariato.it**; otherwise upload it to the reserved area of the website (notaiofiorentinomarco.com/area-riservata), post it to Viale Antonio Gramsci 19, 80122 Naples, or hand it in at the office. Originals are brought on signing day.

LEAVE A REVIEW
If you were happy with our work, point your phone camera at the QR code and leave a few lines on Google: it takes you a minute and means a lot to us. Or search "Notaio Marco Fiorentino Napoli" on Google Maps.

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