M | F – MARCO FIORENTINO ◆ *Notary in Naples*
Viale Antonio Gramsci 19, 80122 Napoli · marco.fiorentino@notariato.it · PEC marco.fiorentino@postacertificata.notariato.it
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BEFORE YOU COME TO THE OFFICE

Memo for the signing of your deed

How signing day works, what to bring for each deed and how to pay. Tick the boxes as you gather the documents: the completed memo helps you and us.

IN SHORT

Bring the **original documents**, proof of **every payment**, your **civil-status certificates** and, if one party will not attend, the **power of attorney** already checked by us. Email everything to us a few days in advance: on signing day you only sign. If something is missing or you cannot find a document, call us before the appointment: we can often obtain it ourselves.

HOW SIGNING DAY WORKS

WHERE AND WHEN

The office is at **Viale Antonio Gramsci 19, 80122 Naples**, between Chiaia and Mergellina. Arrive **ten minutes early**: deeds follow one another and a delay falls on whoever comes next. If something unexpected happens, call or WhatsApp +39 352 2737467: we will happily move the appointment.

IDENTITY DOCUMENTS AND TAX CODE

Everyone who signs brings an **original, valid identity document** (identity card, passport or driving licence), the **health card** or tax code (*codice fiscale*) and, for non-EU citizens, a valid residence permit. Anti-money-laundering law (D.Lgs. 231/2007) requires the notary to identify in person everyone who signs: photocopies, even in colour, are not enough and without the original the deed cannot be executed.

SIGNING BY POWER OF ATTORNEY

If a party acts through a representative, the **original power of attorney** (or a certified copy) must reach the office **before** signing day, even as a draft by email, so that we can check it. If it was signed abroad it needs legalisation or an apostille and, if not in Italian, a sworn translation. Attach a copy of the ID and tax code of the person who granted it: the principal must be identified too.

CIVIL STATUS AND PROPERTY REGIME

Unmarried: summary extract of the birth record (free, from the municipality of birth). **Married:** summary extract of the marriage record, with the notes on the matrimonial property regime. **Civil union:** birth extract and certificate of the union. **Widowed:** birth extract and spouse's death certificate. **Separated or divorced:** copy of the court order. **Cohabiting partner:** cohabitation certificate or agreement. Certificates are requested from the municipality, often online: allow a few days.

TIMING: WHAT TO DO AND WHEN

AS SOON AS THE DATE IS SET

Confirm the engagement and the estimate, request civil-status certificates from the municipality, notify the bank, the estate agent and the condominium administrator.

A FEW DAYS BEFORE

Email us documents, drafts and powers of attorney: we check them and prepare the draft deed. With a bank, the draft loan contract arrives a few days ahead.

THE DAY BEFORE

Cashier's cheques ready and made out as agreed, transfers already ordered, taxes and fees paid or ready to be paid at the office.

SIGNING DAY

Arrive ten minutes early with the originals. The notary reads out the deed, explains it and answers questions; then everyone signs.

THE GOLDEN RULES

1. **Originals, not photocopies.** Unless otherwise agreed, everything you hand in must be an original or certified copy: photocopies only serve to prepare the draft. Self-certifications work with public authorities, not before a notary.
2. **Send us everything in advance.** Drafts, documents, doubts: by email to marco.fiorentino@notariato.it a few days beforehand. Signing day is for signing only.
3. **Ask.** No question is trivial: we would rather explain twice than have you sign a deed you do not understand.

✓ YOUR DEED

tick your deed and use only the sections that apply to you

☐ Sale/purchase ☐ Sale/purchase with mortgage ☐ Mortgage loan ☐ Gift ☐ Succession ☐ Company incorporation

☐ Share transfer / minutes ☐ Sale or lease of a business ☐ Power of attorney ☐ Deed with minors

☐ Other: _____

Date and time set _____ Estate agent / bank / other professionals involved _____

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DOCUMENTS SECTION

What to bring, deed by deed

Tick each item once you have it ready; skip the sections that do not concern your deed.

YOU BRING what you must obtain and hand to us, in original unless stated otherwise THE OFFICE what we obtain ourselves from public registers, with nothing for you to do In brackets, briefly, why the document is needed.

1 FOR EVERY DEED: PERSONAL DOCUMENTS OF EVERYONE WHO SIGNS

- [ ] YOU BRING Valid identity document (identity card, passport or driving licence) and health card or tax code (*codice fiscale*), in original. Tell us if your address has changed since the document was issued. (Anti-money-laundering law requires the notary to identify in person everyone who signs: photocopies are not enough.)
- [ ] YOU BRING Up-to-date civil-status certificate: summary extract of the birth record (*estratto per riassunto dell'atto di nascita*) if unmarried; summary extract of the marriage record, from the municipality where the wedding took place, if married, with the note on the matrimonial property regime; separation record or divorce judgment; certificate of civil union or cohabitation agreement. (It establishes who has to sign: under community of property, for example, a property bought by one spouse automatically belongs to the other as well.)
- [ ] YOU BRING Non-EU citizens: valid residence permit or residence card (if expired, the receipt of the renewal application). (Without a permit the notary must check the "reciprocity condition" with your country.)
- [ ] YOU BRING If you sign on behalf of someone else: original or certified copy of the power of attorney (see "Power of attorney"); if you sign for a company: up-to-date company registry extract (*visura*) and articles of association and, where needed, the resolution authorising you.
- [ ] YOU BRING Contact details: telephone, email address for receiving a copy of the deed and the invoice; VAT-registered clients: certified email (PEC) or recipient code for electronic invoicing.

THE OFFICE Verification of tax codes in the Tax Registry and, for companies, extract from the Companies Register.

2 SALE AND PURCHASE OF REAL ESTATE: THE SELLER

- [ ] YOU BRING Deed by which you bought the property (*rogito*); if you bought it in several stages, all the deeds. (This is the "title of origin": it shows where the property comes from and with what encumbrances.)
- [ ] YOU BRING If you inherited the property: inheritance tax return (*dichiarazione di successione*), death certificate, any will, acceptances or waivers of the inheritance, and the deed by which the deceased had bought it. (If the succession opened less than twenty years ago, the notary must also register the tacit acceptance of the inheritance.)
- [ ] YOU BRING Details of all building permits from 1 September 1967 onwards: licence, concession, building permit, DIA, SCIA, CILA, building amnesties (with the receipt of the fee paid) and the certificate of fitness for use, if issued. (By law the seller declares them in the deed and is liable for them; a missing or wrong permit can make the deed void.)
- [ ] YOU BRING Cadastral floor plan matching the actual state of the property. If you carried out works without updating it, tell us at once: a surveyor must file the update before the deed. (Since 2010 cadastral conformity is declared in the deed, on pain of nullity.)
- [ ] YOU BRING Recommended: report by a surveyor, architect or engineer on building and cadastral compliance, after inspecting the municipal files. (It avoids surprises and disputes after the sale.)
- [ ] YOU BRING Valid energy performance certificate (APE), drawn up by a qualified certifier. (Required by law; in Campania it must also be filed in the regional energy register.)
- [ ] YOU BRING For land: zoning certificate (CDU) issued by the municipality no more than one year earlier. (Without the CDU the deed is void.)
- [ ] YOU BRING If there is a mortgage: if already repaid, the bank's receipt or consent to cancel the mortgage; if it is repaid out of the price, the bank's payoff statement updated to the date of the deed.
- [ ] YOU BRING If the property is let: copy of the lease with its registration details. If it is vacant, you declare so to us.
- [ ] YOU BRING Condominium: copy of the rules with the allocation tables and the administrator's statement on charges paid, ordinary and extraordinary, including those approved but not yet paid. (The buyer is jointly liable with you for the charges of the current and the previous year.)
- [ ] YOU BRING Copy of the deposit and advance payments already received (cheques or transfers, with dates) and, if registered, of the preliminary contract with the F24 tax receipt. (Every payment must be stated in the deed by law.)
- [ ] YOU BRING If you sell within 5 years of purchase (or within 10 years of works with the Superbonus): invoices and transfers for the costs incurred, to calculate any capital gain and opt for the 26% substitute tax in the deed. If you bought with the "first home" benefits less than 5 years ago, tell us: the benefit may be lost.
- [ ] YOU BRING Ongoing tax deductions for works carried out (renovation bonus, ecobonus): tell us whether they stay with you or pass to the buyer.
- [ ] YOU BRING If an estate agent is involved: name, VAT number and amount of the commission paid by each party. (It is declared in the deed by law.)

THE OFFICE Twenty-year land registry searches (mortgages, attachments, other encumbrances), cadastral extract and map, check that the cadastral holders match the owners, verification of the title of origin in the land registers.

Notes: documents still to obtain, questions for the notary

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3 SALE AND PURCHASE OF REAL ESTATE: THE BUYER

- [ ] YOU BRING Copy of all payments already made to the seller (deposit, advances): cheques with date, number, bank and payee; transfers with date, IBAN and CRO/TRN reference. (They must be stated in the deed; the balance is normally paid by non-transferable cashier's cheques.)
- [ ] YOU BRING If you signed a registered preliminary contract: copy of the preliminary and of the F24 registration receipt. (The tax already paid is recovered in the deed.)
- [ ] YOU BRING If you apply for the "first home" benefits: tell us whether you own other homes in the same municipality, or bought with the same benefit anywhere in Italy, and whether you live or will move to the municipality within 18 months. If less than a year ago you sold a home bought with the benefit, bring that deed and the sale deed: you may be entitled to a tax credit.
- [ ] YOU BRING If you buy a garage or a cellar as an appurtenance: the deed of the home it will be attached to.
- [ ] YOU BRING If you buy with a mortgage loan: name of the bank, branch and contact person, amount, and the date the bank will be ready (see "Mortgage loan").
- [ ] YOU BRING Tell us whether you want the price held in escrow by the notary (L. 147/2013), when you will take possession and whether you want guarantees if the keys are handed over after the deed.
- [ ] YOU BRING Recommended: an inspection with a surveyor of your choice before the deed. (The notary checks the documents, not the physical state of the property.)

THE OFFICE Check of the conditions for the tax benefits requested, tax calculation, check of encumbrances on the property and, after the deed, registration, land-registry filing and cadastral transfer.

4 MORTGAGE LOAN

THE BORROWER (AND ANYONE GIVING SECURITY)

- [ ] YOU BRING Personal and civil-status documents of all borrowers and of any guarantors or third-party mortgagors (see "For every deed"). (Under community of property the spouse normally takes part.)
- [ ] YOU BRING Title of origin of the property being mortgaged and, if it is not the one you are buying, floor plan and building permits.
- [ ] YOU BRING Bank details: branch, contact person, amount, term and the date the contract is ready; tell us whether the loan is for a "first home" or for renovation. (We agree the draft and the signing date with the bank, usually the same day as the purchase.)
- [ ] YOU BRING Valuation and fire/explosion insurance policy required by the bank, unless the bank sends them directly. (The bank requires them before disbursing the loan.)
- [ ] YOU BRING If a previous loan on the same property must be repaid: updated payoff statement and, if already closed, the consent to cancel the mortgage.
- [ ] YOU BRING IBAN of the account the bank will pay the loan into and instructions on who is to receive the money (seller, seller's bank).

THE OFFICE Preliminary notarial report for the bank (twenty-year land-registry and cadastral searches), review of the draft contract, registration of the mortgage after the deed and final report to the bank.

5 GIFT (DONAZIONE)

THE DONOR

- [ ] YOU BRING Title of origin of the property and, if inherited, the same documents listed for a sale (inheritance tax return, death certificate, the deceased's purchase deed).
- [ ] YOU BRING Details of building permits from 1967 onwards and of any amnesties; matching cadastral floor plan; for land, the zoning certificate (compulsory except for gifts to a spouse or direct-line relatives, useful in any case). (The energy certificate (APE) is not needed for gifts.)
- [ ] YOU BRING Status of the property: vacant, let (registered lease), existing mortgages or encumbrances.
- [ ] YOU BRING List of gifts already made to the same beneficiary in the past, with copies of the deeds. (Tax-free thresholds are calculated by adding up all gifts between the same persons.)
- [ ] YOU BRING Tell us whether you want to keep the usufruct (also for your spouse after you), set conditions or charges, or exempt the donee from hotchpot (*collazione*).
- [ ] YOU BRING Condominium: rules and administrator's statement on charges, as for a sale.

THE DONEE

- [ ] YOU BRING Personal and civil-status documents; certificate proving the family relationship with the donor (birth extract or family status certificate), unless it is already shown by the documents. (Rate and tax-free threshold of gift tax depend on the degree of kinship.)
- [ ] YOU BRING If you apply for the "first home" benefits: the same information required from a buyer.
- [ ] YOU BRING Two adult witnesses, not relatives and with no interest in the deed, with identity documents: the law requires them for a gift. If you prefer, the office can provide them.

THE OFFICE Land-registry and cadastral searches, calculation of gift, mortgage and cadastral taxes; filing and cadastral transfer after the deed.

> **Good to know.** A property received as a gift may be harder to resell or mortgage in the following 20 years, because the donor's forced heirs could challenge the gift: we discuss this together before the deed.

Notes: documents still to obtain, questions for the notary

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6 SUCCESSION (INHERITANCE)

INHERITANCE TAX RETURN, ACCEPTANCE OR WAIVER OF THE INHERITANCE

- [ ] YOU BRING Death certificate and extract of the death record of the deceased; their tax code and last address.
- [ ] YOU BRING Sworn declaration (*dichiarazione sostitutiva di atto di notorietà*) or affidavit listing the heirs, with everyone's tax codes; historical family status certificate of the deceased if requested.
- [ ] YOU BRING Any will: the original of a handwritten will (to be handed to a notary for publication) or, for a notarial will, the publication record.
- [ ] YOU BRING For each property: the deceased's purchase deed, cadastral extract and floor plan if you have them. For land, the zoning certificate (CDU).
- [ ] YOU BRING For bank accounts, securities, policies and funds: statement from the bank or insurer with the balance at the date of death. For companies: registry extract and value of the shareholding (latest accounts). Cars: not included in the return, transferred at the vehicle registry (PRA).
- [ ] YOU BRING Deductible debts: outstanding loans (bank certificate), medical bills of the last six months and funeral bills.
- [ ] YOU BRING Any gifts made by the deceased to the heirs during their lifetime, with copies of the deeds. (They are added to the estate to calculate tax-free thresholds and forced-heirship shares.)
- [ ] YOU BRING Anyone waiving the inheritance: identity document and tax code; anyone accepting with benefit of inventory: the same, plus the list of assets. (A waiver is made before a notary or in court; minors accept only with benefit of inventory and with authorisation.)

  THE OFFICE Cadastral and land-registry searches on the properties, tax calculation, online filing of the inheritance tax return, cadastral transfers, registration of the acceptance of the inheritance, application for the European Certificate of Succession if needed.

7 COMPANIES

INCORPORATION (S.R.L., S.R.L.S., S.N.C., S.A.S.)

- [ ] YOU BRING Personal documents of all shareholders and directors, including those who do not sign. If a shareholder is a company: registry extract, articles, the legal representative's ID and the resolution authorising them (original corporate books for the certified extract).
- [ ] YOU BRING Data sheet for the new company: name, registered office (full address), corporate purpose (main and ancillary activities), capital and its split among shareholders, term, financial year end, directors (sole director or board, powers, pay), statutory auditor if any, company PEC address.
- [ ] YOU BRING Proof of payment of the capital: cashier's cheque payable to the company being formed, or transfer to the office's dedicated account, to be shown at the deed. (For an s.r.l. at least 25% of the capital; all of it if there is a sole shareholder or the capital is below 10,000 euro.)
- [ ] YOU BRING If you contribute assets other than cash (real estate, a business, shares): appraisal (art. 2465 Civil Code), titles of origin, inventory of assets, licences, contracts, list of employees.
- [ ] YOU BRING Articles of association: if you or your accountant already have a draft, send it to us; otherwise we draft them to your needs.
- [ ] YOU BRING Details of the beneficial owner (whoever owns or controls over 25%) and of the company's future accountant.

  THE OFFICE Name check, drafting of deed and articles, Companies Register filing, VAT number application, beneficial-owner filing.

SHARE TRANSFERS AND SHAREHOLDER MEETINGS

- [ ] YOU BRING Personal documents of seller and buyer; for companies: registry extract, current articles, legal representative's ID and authorising resolution.
- [ ] YOU BRING Up-to-date articles and registry extract of the company whose shares are being transferred. (Needed to check pre-emption, approval and transfer-restriction clauses.)
- [ ] YOU BRING Written waiver of pre-emption by the other shareholders, with ID, or the approval minutes recorded in the corporate book, where the articles require them.
- [ ] YOU BRING Nominal value of the shares transferred, price and payment method with copies of cheques or transfers. (Payment methods must be traceable for shares too.)
- [ ] YOU BRING If the shares were revalued: appraisal and substitute-tax receipts. Tell us if the seller's spouse is under community of property.
- [ ] YOU BRING For meeting minutes: notice of meeting sent to shareholders with receipts, or all shareholders and directors present; original corporate books (shareholders, meetings, directors' decisions) with the stamped page; latest approved accounts; for capital increases, proof of payment.

  THE OFFICE Historical Companies Register file, check of signing powers and share restrictions, filing of the deed with the Register within 30 days.

SALE OR LEASE OF A BUSINESS

- [ ] YOU BRING Business registry extract, licences and permits, inventory of assets and equipment, list of employees with duties, current contracts (premises lease, suppliers, leasing), latest accounts or tax return. (The list defines what is transferred and what is excluded.)
- [ ] YOU BRING Certificate of the business's outstanding tax liabilities (art. 14 D.Lgs. 472/1997), to be requested from the Revenue Agency. (Protects the buyer from the seller's tax debts.)
- [ ] YOU BRING If there are more than 15 employees: proof of the notice given to the unions at least 25 days beforehand.

Notes: documents still to obtain, questions for the notary

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8 POWER OF ATTORNEY (PROCURA)

ANYONE GRANTING A POWER OF ATTORNEY (OR USING ONE AT THE DEED)

- ☐ YOU BRING ID and tax code of the person granting the power and of the attorney; full details of the attorney (place and date of birth, address).
- ☐ YOU BRING Precise description of the act to be carried out: for a property, the deed or at least the cadastral data; for a company, registry extract and articles. (A general power may not be enough: to sell, buy, mortgage or donate, a special power with express authority is required.)
- ☐ YOU BRING If the power has already been granted: the original or a certified copy, to be sent to us in advance for checking. If signed abroad: legalisation or apostille and sworn translation into Italian, unless it was executed before an Italian Consulate.
- ☐ YOU BRING For powers to be used abroad: the country concerned, so that apostille and translation can be arranged.

THE OFFICE Check of the validity of the power and of the authority granted; safekeeping of the original in the notary's records if requested.

9 DEEDS INVOLVING MINORS OR PERSONS UNDER GUARDIANSHIP OR SUPPORT ADMINISTRATION

PURCHASE, SALE, ACCEPTANCE OF INHERITANCE OR GIFT IN FAVOUR OF A MINOR

- ☐ YOU BRING ID and tax code of the minor and of both parents (or of the guardian, with a certified copy of the appointment order; or of the support administrator, with the decree).
- ☐ YOU BRING Family status certificate or self-declaration proving parenthood; in case of separation or divorce, the custody order.
- ☐ YOU BRING Sworn appraisal of the value of the property to be bought or sold (the oath can be taken before the notary). (The judge, or the notary, needs it to authorise the deed in the minor's interest.)
- ☐ YOU BRING For purchases: evidence of where the money comes from (gift from the parents, inheritance, the minor's savings). For sales: title of origin, signed purchase offer and how the proceeds will be reinvested (government bonds, another property, low-risk investments).
- ☐ YOU BRING For acceptances of inheritance: death certificate, will, list of assets and debts. (A minor always accepts with benefit of inventory.)
- ☐ YOU BRING Letter of engagement to the notary, needed to start the authorisation procedure.

THE OFFICE Land-registry and cadastral searches, examination and issue of the notarial authorisation (or application to the guardianship judge where it remains within their remit), appointment of a special guardian if there is a conflict of interest with the parents, filings due after the deed.

WHAT WE WILL ASK YOU TO SIGN AT THE OFFICE

Before the deed we hand you three forms (also available at notaiofiorentinomarco.com/documenti). Reading about them here saves time on signing day.

1 · ANTI-MONEY-LAUNDERING FORM (CUSTOMER DUE DILIGENCE)

The law requires us to record, for every client, occupation and business sector, whether you are a **politically exposed person** (anyone who holds, or held less than a year ago, a prominent public office, their family members and close associates), the nature and purpose of the transaction, the means of payment and, if you sign on behalf of others, your relationship with the client and with the **beneficial owner** (the individual who owns or controls more than 25%). Providing false information is a punishable offence (art. 55 D.Lgs. 231/2007).

2 · PRIVACY NOTICE (ART. 13 GDPR)

It explains which data we use, where we get it (Cadastre, Land Registers, Companies Register, Civil Registry) and to whom we must disclose it by law (Revenue Agency, Land Registry, Civil Status office, Companies Register). We will ask for two consents: for any **special categories of data** and for disclosure to **persons connected with the parties** (bank, estate agent, advisers). By law a notarial deed can never be erased or altered. Copies of documents handed in for a matter that does not go ahead are destroyed after one year.

3 · ENGAGEMENT LETTER AND ESTIMATE

It sets out the deed to be executed, the parties, the itemised estimate, the details of the notary's professional liability insurance, your authorisation to receive the deed and invoice by email, information on the **price escrow** with the notary and any **waivers** (tacit acceptance of inheritance, searches, loss of first-home benefits, substitute tax on capital gains). Every waiver must be understood before it is signed: ask.

€ PAYMENTS ALREADY MADE OR PLANNED

one line for each payment, deposit included

Method	Amount	Date	Bank / details (cheque no., CRO/TRN)
☐ Cashier's cheque ☐ Transfer ☐ Personal cheque			
☐ Cashier's cheque ☐ Transfer ☐ Personal cheque			
☐ Cashier's cheque ☐ Transfer ☐ Personal cheque			
Loan: bank and branch		—	

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HOW AND WHEN PAYMENT IS MADE

Taxes, expenses and fees are paid **on signing day or earlier**. **Preferred means of payment: an instant bank transfer (bonifico istantaneo)**, even on the day of the deed, because the funds arrive at once and can be checked in the office; please check with your bank beforehand that it is allowed for that amount (some banks cap instant transfers). Alternatively, a non-transferable cashier's cheque (assegno circolare) payable to the office, or an ordinary transfer credited at least 2 days in advance. Never cash above the limits set by law. The notary cannot advance taxes on behalf of clients: without payment the deed cannot be executed. The written estimate you received lists every item separately (type of deed, taxable value, fees, VAT and stamp duties, registration tax, mortgage and cadastral taxes, total) and remains valid as long as the data it was based on do not change.

NON-TRANSFERABLE CASHIER'S CHEQUES

The balance of the price is paid at the deed by **non-transferable cashier's cheques** (*assegni circolari*) made out exactly to the seller (name and surname as on the ID). For incorporations and capital increases, a non-transferable cashier's cheque payable to the company. Tell us amounts and payees in advance so we can check them before the deed; if the price comes from a loan, the bank's cheque must be coordinated with us.

BANK TRANSFER

Accepted for the price if **agreed in advance** with the office and the other party: order it in time to be credited before the deed and bring the receipt showing date, IBAN, amount and CRO/TRN reference. For taxes and fees: advance transfer to the IBAN in the estimate, with the payment reference given by the office.

PRICE HELD IN ESCROW BY THE NOTARY

At the buyer's request (L. 147/2013) the price can be paid into the **notary's dedicated account** and released to the seller only after the deed has been filed in the land register, once it is certain that no prejudicial entries have emerged. Tell us in advance if you want this, when you will take possession and whether you want guarantees if the keys are handed over after the deed: the engagement letter also covers it.

CASH AND ITS LIMITS

Cash is accepted only **within the legal limits** and never for the price of the property or the shares, which must be traceable. Deposits and advances paid before the deed must also be made by cheque or transfer, and you should keep a copy.

TRACEABILITY: EVERYTHING GOES IN THE DEED

By law the deed must state **every means of payment**, deposit included: a copy of every cheque (date, amount, payee, number, bank) and every transfer (date, IBAN, amount, CRO/TRN). Any estate agent and the commission paid by each party are also declared.

WHAT NOT TO BRING

Photocopies instead of originals; self-certifications (valid with public authorities, not before a notary); expired documents; personal cheques or cash for the balance of the price; cheques made out differently from what was agreed. Do not send documents by WhatsApp to any number other than the office's.

✓ CONTACT DETAILS AND CHOICES

Telephone _____ Email for the copy of the deed and the invoice _____

PEC or recipient code (VAT-registered only) _____

Price escrow with the notary (L. 147/2013): ☐ I request it ☐ I do not request it ☐ I would like to discuss it

First-home benefits: ☐ I apply for them ☐ not applicable ☐ not sure

Questions I would like to ask the notary before signing

✓ CONTACTS AND ACKNOWLEDGEMENT

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I confirm that I have received and read this memo and understand that documents must be delivered in original and payments made by traceable means, as set out above.

The information entered in this memo is used only to prepare the deed and the statutory forms and is processed in accordance with the office's privacy notice (art. 13 GDPR).

Place and date _____ Name and surname _____ Signature _____

Name and surname _____ Signature _____

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