

Client data sheet

The details of each signatory on one sheet: identity, marital status, representation, language, delivery.

What it is for. it gives us all the details needed to draft the deed, without asking you several times. One sheet per signatory.

How to fill it in. iPhone and iPad: save the PDF to Files, open it with Preview or Files, tap the boxes to type; to sign: Markup > Add signature; then Share. **Android:** open it with Google Drive > Edit > Form filling, or with Adobe Acrobat Reader > Fill & Sign.

Computer: Acrobat Reader, Chrome or Edge. Send it back to segreteria@notaiofiorentinomarco.com, to our PEC or through the Client area.

1. YOUR DETAILS

Surname

First names (all, as on the ID)

Call the Studio

Send an email

Place of birth (town or country)

Province

Date (dd/mm/yyyy)

Italian tax code (codice fiscale)

Citizenship

Address: street and number

Postcode

Town

Prov./State

Call the Studio

Send an email

Latest version: area-download · Your opinion: Google

Viale Antonio Gramsci 19, 80122 Napoli · p. 2/7

Type of ID document

Number

Issued by

Expiry

Occupation

Phone / WhatsApp

Email

Certified email (PEC), if any

Call the Studio

Send an email

Latest version: area-download · Your opinion: Google

Viale Antonio Gramsci 19, 80122 Napoli · p. 3/7

2. MARITAL STATUS AND PROPERTY REGIME

It decides who becomes owner or who must sign. We check it on the marriage certificate.

☐

single

☐

married, **community of property**
(comunione dei beni)

☐

married, **separation of property**
(separazione dei beni)

☐

in a civil union

☐

legally separated

☐

divorced

☐

widowed

☐

cohabiting with a cohabitation
agreement

Call the Studio

Send an email

Latest version: area-download · Your opinion: Google

Viale Antonio Gramsci 19, 80122 Napoli · p. 4/7

Date of marriage or civil union

Place of marriage

Spouse's name

3. IF YOU SIGN FOR A COMPANY, AN ENTITY OR ANOTHER PERSON

☐

I sign **only for myself**

☐

I sign for a **company or entity**

☐

I sign as **attorney** (procuratore) of another person

☐

I sign as parent, guardian or support administrator

Company name or name of the person represented

Tax code / VAT no.

Call the Studio

Send an email

Registered office or address

Your role, or the power of attorney (notary, date, number)

4. LANGUAGE

The deed is drawn up in Italian. If a party does not understand Italian well, the law requires an **interpreter**; we tell you the cost in advance, in writing.

☐

I understand and read Italian well

☐

I need an interpreter for the language below

Language

5. HOW YOU WANT TO RECEIVE DOCUMENTS, DRAFT AND COPY OF THE DEED

☐

In my **Client area** on the website

☐

To my **PEC** (certified email)

☐

To my **email**

Call the Studio

Send an email

☐

I will collect them at the Studio

By PEC or email, the digitally signed copy reaches you within five working days of the end of the formalities.

6. NOTES FOR THE NOTARY

Anything you want to tell us (name changes, foreign documents, urgency, dates to avoid)

7. DECLARATION AND SIGNATURE

I declare that the details are true and up to date and that I will report any change at once. I have received the privacy notice (form M07) and the Studio's notice on the use of artificial intelligence.

Place

Date

Signature (by hand, or Markup > Add signature, or digital signature)

Call the Studio

Send an email