

Documents to prepare for your deed

The list by type of deed, with tick boxes.

What it is for. knowing at once what to collect. Use only the group for your deed, plus the part «for every deed».

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.

Tick the boxes as you collect the documents. Send us what you have: if something is missing, we take care of it or tell you. Many Italian documents can be downloaded with SPID or CIE: [the Studio's guide](#).

Name and surname

Type of deed

Expected signing date

FOR EVERY DEED

☐

Valid ID document and Italian tax code (codice fiscale) of **every person who signs**

☐

Marriage certificate extract (estratto per riassunto dell'atto di matrimonio) or certificate of single status

☐

If you sign for a company: up-to-date company register extract (visura camerale) and the document giving you powers

☐

If you sign for another person: certified copy of the power of attorney

☐

Full contact details: address, phone, email or PEC

☐

If a document is foreign: ask us whether it needs an apostille or legalisation and a sworn translation

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A. SALE, GIFT OR EXCHANGE OF A HOME, GARAGE OR LAND

- ☐ Deed by which the seller or donor became owner (atto di provenienza)
- ☐ Up-to-date cadastral extract and floor plan (visura e planimetria catastale)
- ☐ Building permits: licence, building permit, amnesty, SCIA or CILA (from your surveyor or the Town Hall archive)
- ☐ Valid energy performance certificate (APE)
- ☐ Urban planning certificate (certificato di destinazione urbanistica), if there is land
- ☐ Condominium rules, tables of shares and the administrator's details
- ☐ If there is an estate agent: their details, VAT number, commission and how it was paid
- ☐ How the price is paid: transfers or cheques already made, with details
- ☐ If you buy your first home: your current town of residence and whether you already own other homes

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B. MORTGAGE OR MORTGAGE TRANSFER (SURROGA)

- ☐ Summary document or bank letter with amount, rate and term
- ☐ Branch and contact person at the bank
- ☐ Insurance policy on the property, if the bank requires it
- ☐ For a transfer: redemption statement and deed of the old mortgage

C. INHERITANCE, ACCEPTANCE OR RENUNCIATION

- ☐ Death certificate and, if any, the will (handwritten wills must be published)
- ☐ Historical family certificate of the deceased and documents of all heirs
- ☐ List of assets: properties with extracts, accounts, securities, company shares, cars
- ☐ Title deeds of the properties and debts of the deceased
- ☐ Inheritance tax return already filed, if any
- ☐ To collect everything in order: form M10 «Inheritance data»

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D. COMPANIES: INCORPORATION, TRANSFER OF SHARES, MEETINGS, CHANGES

- ☐ Up-to-date company register extract, articles and shareholders' agreements
- ☐ Last approved financial statements and up-to-date balance sheet
- ☐ Shareholders' register and minutes book
- ☐ ID and tax codes of shareholders and directors
- ☐ Resolution authorising the transaction and, if needed, valuation report

E. POWER OF ATTORNEY, AUTHENTICATION OF SIGNATURE, DECLARATIONS

- ☐ ID of the person granting the power and full details of the attorney
- ☐ Precise description of the business for which the power is needed
- ☐ Document to be authenticated or deposited, if ready
- ☐ If the power is to be used abroad: the country (an apostille may be needed)

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F. FAMILY: PATRIMONIAL FUND, COHABITATION, FAMILY PACT, GIFTS IN THE FAMILY

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Marriage or civil union certificate

☐

Documents of the spouses or partners and of the children

☐

List of assets with extracts and title deeds

☐

Any separation or divorce agreement

ANYTHING ELSE THE STUDIO ASKED FOR

Additional documents for your case

How to send them. Upload them to the **Client area** (protected and not lost among emails), or by email to segreteria@notaiofiorentinomarco.com. Bring the originals on the signing day.

Call the Studio

Send an email