

Reminder for the signing day

Dates, what to bring, how to pay, what happens next.

What it is for. arriving at the signing day with no surprises.

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.

Name and surname

Deed

Signing day

Time

Expected length

The signing day

Where: Viale Antonio Gramsci 19, 80122 Napoli (Mergellina). Deeds are signed only at the Studio. How to get here: notaiofiorentinomarco.com/come-raggiungerci. If something comes up, call us on +39 352 273 7467 as soon as you can.

BEFORE THE SIGNING: DATES TO REMEMBER

- ☐ At least **5 working days before** we send you the **draft deed**: read it calmly
- ☐ Changes are requested **in writing up to 3 working days before** the signing
- ☐ Send us the signed forms: data sheet (M01), anti-money-laundering (M04), engagement (M05)
- ☐ **Check with your bank** that instant transfers are enabled and that the daily limit is enough
- ☐ If you buy with a mortgage: the bank must have sent us its documents and confirmed the date

WHAT TO BRING

- ☐ **Valid** ID document (check the expiry date) and tax code
- ☐ The **originals** of the signed forms, if you sent us copies
- ☐ Banker's drafts, only if agreed with the Studio in advance
- ☐ The keys, if they are handed over on the signing day
- ☐ Reading glasses: the deed is read together before signing

HOW TO PAY

Payment is made by **instant bank transfer, preferably at the end of the signing**, at the Studio: the money arrives in a few seconds and we check it together. **Before the signing day, check with your bank** that instant transfers are enabled and that the **daily limit** covers the amount. **We give you our bank details in writing only after the signing.** If before the deed you receive an IBAN from anyone, even in our name, **do not pay** and call us on +39 352 273 7467.

Alternatively, only if agreed in advance: non-transferable banker's draft made out to the Notary. Never cash above the legal limits.



Latest version
of this form

Studio Notarile Marco Fiorentino · Viale Antonio Gramsci 19, 80122 Napoli (Mergellina)
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PEC marco.fiorentino@postacertificata.notariato.it · VAT no. 00362508889
Liability insurance: AIG Europe no. IFL0008350 and CNN collective no. IFL0008164.151675, limit EUR 3,000,000
(legal minimum). Deeds are signed at the Studio. The Studio never asks for payments or changes bank details by email.



Your opinion,
if you wish (Google)

GOOD TO KNOW

- All parties sign in person. Anyone who cannot come can give a **power of attorney**: tell us at once, it must be prepared beforehand.
- **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. For some deeds the law also requires **witnesses**: if this is your case, we tell you in advance.
- The Notary reads and explains the deed: ask anything that is not clear before signing.
- After the signing we handle registration, transcription and cadastral update. The copy of the deed and the receipts reach you **within five working days of the end of the formalities**.

YOUR NOTES

Questions for the Notary on the signing day



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Your opinion,
if you wish (Google)