

Studio Notarile Marco Fiorentino

Marco Fiorentino, Notary in Naples

M05 · phone version · 2 October 2026

Engagement of the Notary

The contract with the Studio: the deed, the quote, the conditions, the notices.

What it is for. putting in writing what you ask us, on which conditions and with which quote.

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. WHO GIVES THE ENGAGEMENT

Surname

First names (all, as on the ID)

Call the Studio

Send an email

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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

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Phone

Email or PEC

If for a company or another person: name and tax code

2. THE ENGAGEMENT

Deed to be prepared and signed

Town of the property or registered office

Other parties to the deed (names)

Expected date

Call the Studio

Send an email

Preliminary quote no.

dated

Quote total (EUR)

The preliminary written quote, item by item, is part of this engagement ([art. 9, para. 4, Decree-Law 24 January 2012, no. 1 \(written quote\)](#); [art. 37 of the Principles of professional conduct for notaries](#)).

3. GENERAL CONDITIONS

a) The quote. The preliminary written quote (preventivo di massima) lists every item foreseeable today, separately: taxes to the State, fee and expenses to the Studio, VAT. It is valid for 30 days (60 for inheritances and companies). It may change only because of facts not yet known (searches, certificates, declared value, special formalities): in that case we tell you in writing **before** the deed.

b) If the deed is not completed. If you revoke the engagement or the deed is not signed for reasons not due to the Notary, a fee for the work done remains due: up to 50% of the fee if the preliminary checks were done, up to 80% if the draft was also prepared, plus out-of-pocket expenses. If the Notary withdraws for legal reasons, only out-of-pocket expenses.

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c) Taxes and penalties. Taxes are calculated on the rules in force and on the data you give us: a change in the law is not a reason to withdraw or to reduce the fee. Penalties for inaccurate statements by the parties (value, tax reliefs, requirements) are borne by whoever made them.

d) Documents and timing. You deliver the requested documents within 10 days and state the truth. The draft normally reaches you 5 working days before the signing; changes are requested in writing up to 3 days before.

e) Duration and revocation. The engagement lasts until the copies are delivered and the formalities after the deed are completed. You may revoke it in writing at any time, subject to point b.

f) Payment. Taxes, fee and expenses are paid by **instant bank transfer, preferably at the end of the signing**; bank details are given in writing only after the signing. Alternatively, if agreed, a non-transferable banker's draft made out to the Notary. The invoice is electronic (Italian SdI system).

g) Insurance. The Notary is insured for professional liability: AIG Europe, policy no. IFL0008350 and CNN collective policy no. IFL0008164.151675, limit EUR 3,000,000, which is the minimum required by law.

[Call the Studio](#)

[Send an email](#)

h) Complaints. For a complaint write to marco.fiorentino@notariato.it or to the PEC marco.fiorentino@postacertificata.notariato.it: we reply within 5 working days.

i) Artificial intelligence. The Studio uses AI tools only to prepare drafts and checks; the Notary always checks and decides. You may object to the use of AI on your file with no consequence for the service ([Law 23 September 2025, no. 132 \(artificial intelligence\)](#), art. 13).

l) Large clients. If the client is a bank, an insurer, a company with more than 50 employees or more than EUR 10 million revenue, or a public administration, [Law 21 April 2023, no. 49 \(fair remuneration, equo compenso\)](#) applies and the fee is agreed separately.

4. NOTICES RECEIVED AND CHOICES

☐

I have received and read the **privacy notice** for the file (form M07)

☐

I have received the Studio's **notice on the use of artificial intelligence**

☐

I have received the notice on **building, planning and cadastral compliance** (form M08), if the deed concerns a property

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☐ I have received the **anti-money-laundering** form (M04) and know why the notary asks these questions

☐ It was explained to me that I may ask for the **price to be held in the Notary's dedicated account** until transcription; it costs more, being a separate engagement, and it is not compulsory

☐ If the property comes from a **gift**, the risks and possible remedies were explained to me

Digital delivery. I authorise the Studio to send me draft, copy of the deed and receipts:

☐ in the Client area

☐ to the PEC given

☐ to the email given

☐ No, I collect them at the Studio

5. SIGNATURE

I engage Notary Marco Fiorentino on the conditions above, which I have read and accept. In particular I approve points b) fee if the deed is not completed, c) taxes and penalties and e) revocation.

Call the Studio

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Place

Date

Signature of the person giving the engagement (by hand, or Markup > Add signature, or dig

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