

Request for copies, certificates and formalities

For deeds already signed, even years ago.

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.

For deeds already signed at the Studio (also in past years). **Any cost is told to you in advance, in writing.**

1. WHO IS ASKING

Name and surname	Tax code	Phone
Email or PEC	As (party to the deed, heir, delegate, lawyer)	

2. THE DEED

Type of deed	Date of the deed	Repertory no. (if known)
Parties to the deed	Property or company	

3. WHAT YOU NEED

- | | |
|--|---|
| ☐ Plain copy | ☐ Certified copy |
| ☐ Enforceable copy | ☐ Extract or certificate |
| ☐ Transcription note and receipts | ☐ Correction of a clerical error |
| ☐ Certificate for the bank | ☐ Other (write below) |

Mortgage paid off? For mortgages with banks and financial intermediaries the mortgage is normally cancelled **automatically** after repayment, without a notary (art. 40-bis, Legislative Decree 1 September 1993, no. 385, consolidated banking law). Call us if the cancellation does not show.

Details of the request

4. HOW YOU WANT TO RECEIVE IT

- | | | | | |
|--------------------------------------|------------------------------|--------------------------------|--|-------------------------------|
| ☐ Client area | ☐ PEC | ☐ Email | ☐ Collect at the Studio | ☐ Post |
|--------------------------------------|------------------------------|--------------------------------|--|-------------------------------|

If you are not a party to the deed, a delegation with the delegating person's ID may be needed.



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)

Place

Date

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



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