



## REAL ESTATE PURCHASE AND SALE

### For individuals

- Identity card, driving license issued by the Prefecture, or valid passport
- Original Tax Code Card or Health Insurance Card
- Certificate of Residence
- Indication of any family relationship between the parties

#### *Unmarried individuals:*

- Certificate of single/widowhood status (on plain paper)

#### *Married individuals (even if separated or in a community property regime):*

- Summary extract of the marriage certificate (on plain paper) issued by the Municipality in which the marriage was contracted
- Copy of the deed of separation of property
- Copy of the deed of patrimonial fund

#### *Separated and divorced individuals:*

- Judgment/Decree of separation or divorce

#### *Proxy:*

- Original power of attorney or certified copy issued by a notary who keeps the original in his/her collection
- Representation of incapacitated persons:
- Judicial authorization

#### *Non-EU citizens:*

- *Residence permit or residence permit Residence permit*

### For organizations and companies

- Identity card of the legal representative
- Tax code and VAT number
- Articles of Association
- Chamber of Commerce certificate (Company Register)
- Current bylaws or latest notarized deed containing updated corporate agreements

#### *For organizations with a Board of Directors:*



- Minutes book to produce an extract of the resolution authorizing the transaction

*For cases of conflict of interest with the administrative body:*

- Resolution of the shareholders' meeting

*From the seller:*

- Copy of the notarial deed of purchase with transcription note

*If the property was inherited, provide:*

- Declaration of succession
- Death certificate
- Copy of the publication record of any will
- If the property is part of a condominium:
- Declaration from the condominium administrator
- Land registry plan
- All building/zoning regulations relating to the property offered for sale
- Copy of the certificate of occupancy/habitability
- Energy performance certificate issued by a designated certifier or Certificate of conformity of the systems. If these certifications are not available, the parties must agree and declare their responsibilities and obligations in the deed.

*If the construction company is selling:*

- Ten-year insurance policy, where required by law

*If the property is encumbered by a mortgage, produce:*

- Copy of the mortgage agreement
- Loan repayment receipt or latest payment slip
- Any copy of the notarized deed of consent to the cancellation of the mortgage

**For properties leased to third parties, produce:**

- Copy of the lease agreement
- Verify the pre-emption conditions: for homes with termination of the lease and for commercial premises

*If the sale involves land, also produce:*

- Land registry certificate and plan with boundaries
- Certificate of urban planning purpose



- Verification, for pre-emption purposes, of tenants or neighbors entitled to the right of pre-emption

#### **Per persone fisiche**

- Carta d'identità, patente rilasciata dalla Prefettura o passaporto in corso di validità
- Tesserino del Codice Fiscale in originale o Tessera Sanitaria
- Certificato di Residenza
- Indicazione di eventuale rapporto di parentela tra le parti

#### *Soggetti non coniugati:*

- Certificato di stato libero/vedovanza (in carta semplice)

#### *Coniugati (anche se separati o in regime di comunione legale dei beni):*

- Estratto per riassunto dell'atto di matrimonio (in carta semplice) rilasciato dal Comune nel quale è stato contratto il matrimonio
- Copia dell'atto di separazione dei beni
- Copia dell'atto di fondo patrimoniale

#### *Separati e divorziati:*

- Sentenza/Decreto di separazione o di divorzio

#### *Intervento di procuratore:*

- Procura in originale o copia autentica rilasciata dal Notaio che conserva l'originale nella sua raccolta

#### *Rappresentanza di incapaci:*

- Autorizzazione giudiziale

#### *Extracomunitari:*

- Permesso di soggiorno o carta di soggiorno

#### **Per enti e società**

- Carta d'identità del legale rappresentante
- Codice Fiscale e Partita Iva
- Atto Costitutivo
- Certificato camerale (Registro Imprese)
- Statuto vigente o ultimo atto notarile contenente i patti sociali aggiornati

#### *Per enti con Consiglio di Amministrazione:*

- Libro Verbali per produrre estratto della delibera che autorizza l'operazione



*Per le ipotesi di conflitto di interessi con l'organo amministrativo:*

- Delibera dell'assemblea dei soci

**For all properties, verify any potential capital gains. If you choose to apply for the substitute tax, submit a liquidation statement. For land, submit any appraisal revaluation report.**

**From the buyer:**

- Copy of the registered preliminary purchase agreement
- Copy of the relevant tax payment (F23)

**Each party must, upon assignment, declare in writing to the Notary, for the purposes of fulfilling the obligations set forth in the anti-money laundering legislation: the business carried out, a brief rationale for the transaction, the source of the funds required for the transaction, and the names of the parties on whose behalf they may be acting.**