



## List of necessary documents

# Sale building

- Identity card and Social Security Number (for buyer and seller)
- Profession held by the parties (for buyer and seller)
- For foreign nationals, need unexpired residence permit
- Excerpt by Summary from the Register of Marriage Deeds (free paper) or certificate of marital status (free paper) or certificate of widowhood (hard copy) or copy of separation decree (approved) or copy of divorce decree (for seller and buyer)
- Deed of provenance
- To know whether he is first home relief and in the case of tax credit recovery needs deed of purchase and sale
- Land registry sheets or stacking
- Building permits (if the building was constructed after September 1, 1967 or modified after that date) and any variances or amnesty concessions
- Boundaries of the property
- Value to be declared in the deed
- Any down payments with details of the means of payment of the price (the latter can only be made by check or bank transfer)

### If there is mediator:

- Name with VAT number of the real estate agency
- Name agent with details of birth, residence, social security number and registration number in the Register of Agents
- Amount of expense incurred for mediation, with analytical indication of the means of payment of the mediation



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### **To know whether a registered preliminary has been signed?**

- Certificate of zoning use, if the area of the building exceeds 5000 square meters or if the deed is for portions of urban area or land
- Energy Performance Certificate

### **To know whether the existing facilities are up to standard?**

- If the property is in a condominium, report the name and an address of the condominium administrator
- Maintenance work has been carried out on the property being sold for which the selling party requests to maintain the relevant tax deductions
- In case of loan, reference of the Bank and the contact officer.