

Before selling

Preparing your file before putting your property on the market helps you anticipate buyers' questions, avoid surprises during negotiation and make closing easier. This checklist summarises the main points. It does not replace advice from your lawyer or your accountant.

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Ownership documents

- Locate the original certificate of title and check that the names, the cadastral designation and the area are correct.
- Request a recent certificate of legal status to spot any annotation before the buyer does.
- If there is a mortgage, ask the bank how it will be released at the time of sale.
- If your right is held under a constancia anotada, ask a professional whether a deslinde should be carried out before selling.
- Gather the identity documents of all owners and, where relevant, the spouse's consent or the company documents.

Permits and compliance

- Gather the building permit and the approved plans.
- Identify any work done without a permit and assess with a professional whether it can be regularised.
- If you are selling a condominium unit, ask the manager for confirmation that you are up to date and for a copy of the bylaws.

Property condition

- Have a technical inspection carried out before listing the property, to identify any defects.
- Repair known defects or document them, and disclose them openly to buyers.
- Prepare maintenance invoices and equipment warranties.

Taxes and accounts

- Check that you are up to date with the IPI, where it applies, and with utility bills.
- Consult an accountant about capital gains tax and how to declare it.
- Gather the original purchase contract and invoices for works, which may be useful for the tax calculation.

Sale and contract

- Choose a lawyer to draft or review the preliminary sale agreement and the final contract.
- Set out in the preliminary sale agreement the conditions, the timetable and what happens to the deposit if the sale does not go through.
- Check the buyer's identity and the source of funds, following your lawyer's or the notary's guidance.
- If you do not live in the country, ask your lawyer about specific formalities, such as signing through a power of attorney.

General information, which does not constitute legal advice.

Request a check: <https://terrenascheck.com/en/request/>