

Essential Documentation for Property Deed Completion in Portugal

Description



-  Property in central Portugal

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Complete Checklist for Your Notary Appointment

When finalizing your property purchase through a public deed (escritura p blica) at the Portuguese notary, you must present the following documents:

1. Mandatory Legal Documents

  Proof of IMT Payment

- Original receipt showing full payment of Municipal Transfer Tax
- Must be paid prior to the notary appointment

  Identification Documents

- Valid passport or ID card (for all parties)
- Portuguese tax number (NIF) certificate
- Marriage certificate (if applicable for joint ownership)

  Representation Documents (if applicable)

- Notarized power of attorney for any absent parties
- Lawyer/representative credentials

2. Property Documentation

• Updated Property Certificates

- *Certidão Matricial* (from Land Registry – valid 6 months)
- *Caderneta Predial* (from Tax Office – valid 6 months)
- Both documents must show identical property descriptions

• Licensing Documents

- Habitation license (*Licença de Utilização*) OR
- Proof of license application submission to City Council

3. Financial Documents

• Proof of Payment

- Bank transfer confirmation for full purchase amount
- Seller's signed declaration confirming receipt of payment
- Mortgage approval documents (if using bank financing)

• Additional Financial Records

- Promissory contract (CPCV) with deposit receipts
- Last 3 property tax (IMI) payment receipts

4. Technical Documentation

• Mandatory Technical File

- *Ficha Técnica de Habitação* (required since 2004)

• Energy Certificate

- Valid energy performance certificate (EPC)
- Must be less than 10 years old

Special Considerations

• For New Constructions:

- Building license (*Licença de Construção*)
- Final inspection certificate

• For Bank Financed Purchases:

- Loan approval documents
- Mortgage insurance policies
- Bank's notary representative details

ProDirecta's Document Preparation Service

We ensure your deed process goes smoothly by:

- Verifying all documents are current and valid
- Coordinating with notaries and banks in advance
- Providing certified translations when needed
- Handling last-minute municipal requests

Missing a document? [Contact our team] for emergency document retrieval services.

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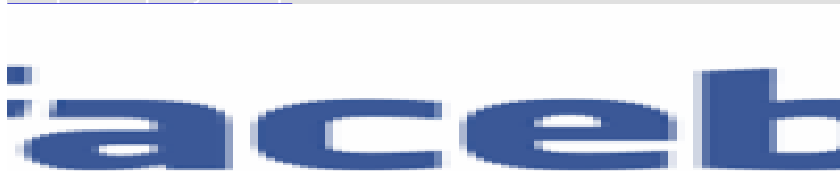
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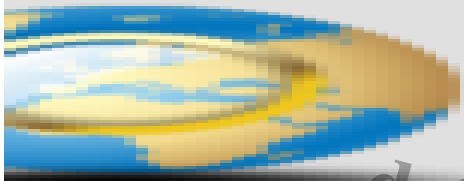


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