Essential Documentation for Property Deed Completion in Portugal

### Description




- **Property in central Portugal**

# Essential Documentation for Property Deed Completion in Portugal

## Complete Checklist for Your Notary Appointment

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

### 1. Mandatory Legal Documents

âœ” **Proof of IMT Payment**

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

âœ” **Identification Documents**

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

âœ” **Representation Documents (if applicable)**

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

## 2. Property Documentation

âœ” **Updated Property Certificates**

- *CertidÃ£o Matricial* (from Land Registry â€“ valid 6 months)
- *Caderneta Predial* (from Tax Office â€“ valid 6 months)
  âž• *Both documents must show identical property descriptions*

âœ” **Licensing Documents**

- Habitation license (*LicenÃ§a de UtilizaÃ§Ã£o*) OR
- Proof of license application submission to City Council

## 3. Financial Documents

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âœ” **Proof of Payment**

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

âœ” **Additional Financial Records**

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

## 4. Technical Documentation

âœ” **Mandatory Technical File**

- *Ficha TÃ©cnica de HabitaÃ§Ã£o* (required since 2004)

âœ” **Energy Certificate**

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

# Special Considerations

âš ï¸ **For New Constructions:**

- Building license (*LicenÃ§a de ConstruÃ§Ã£o*)
- Final inspection certificate

âš ï¸ **For Bank Financed Purchases:**

- Loan approval documents
- Mortgage insurance policies
- Bankâ€™s notary representative details

## ProDirectaâ€™s Document Preparation Service

We ensure your deed process goes smoothly by:
âœ Verifying all documents are current and valid
âœ Coordinating with notaries and banks in advance
âœ Providing certified translations when needed
âœ Handling last-minute municipal requests

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

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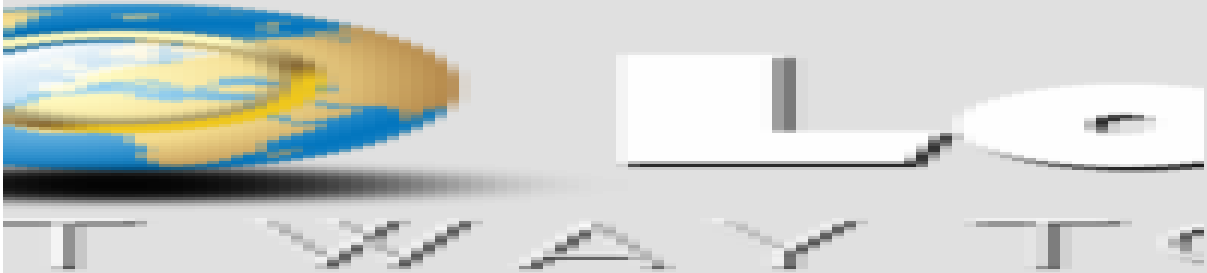
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**Author**
prodirecta

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