

# Buying properties in Portugal – documents required

In order to complete the purchase of your house, you must submit various documents that identify the property and that confirm the legitimacy of the owner and the buyer and payment proof of the related taxes (Municipal Tax on Property Transactions and stamp duty):

## 1. Land Registry Certificate (Certidão do Registo Predial)

The information made available by the land registry tells you about the characteristics of a certain building, the legitimacy of the person intending to sell the property and the types of encumbrance that may affect it (mortgages, collateral, etc).

The land registry certificate may be requested in the following ways:

- In person, at any land registry office (Conservatória do Registo Predial). This entity holds full descriptions of properties;
- Through the Predial Online website, it is possible to request a permanent land record certificate and simplified land information.

## 2. Title Certificate (Caderneta Predial)

This document may be requested from any tax office or through the tax authority website. It contains information about the property's tax situation and can be used to find out which entity is responsible for meeting fiscal obligations related to the property.

## 3. Usage Licence (Licença de Utilização)

The purpose of the Usage License is to certify the intended use of the property, and that it is suitable for its licensed purpose. This license is issued by the City Council of the district where the property is located, and is provided by the developer.

## 4. Housing Technical Datasheet (Ficha Técnica de Habitação - FTH)

The Housing Technical Datasheet (only for housing proposes) is a document that describes the main technical and functional characteristics of a property. It is provided by the developer and stamped by the City Council of the district where the property is located on.

## 5. Energy Certificate (Certificado Energético)

This must be submitted by the property owner along with the purchase agreement.

## 6. Proof of prior payment of the Municipal Tax on Property Transactions and Stamp Duty

## 7. Photocopies of the ID cards (or equivalent identity document) and of the taxpayer cards of the contracting parties

## 8. Exhibition of a power of attorney if any party is represented by a proxy

### WHERE AND HOW TO BUY OR SELL A PROPERTY:

- **At any notary office**
- **At a “Casa Pronta” Service Desk** - is a one-stop service desk where you can carry out all operations relating to purchasing and selling property. At this desk it is possible to pay taxes, enter into the respective contracts, immediately make any registrations, request exemptions from the payment of municipal property taxes and request a change to tax domicile, etc.

Property purchases are concluded with a registration entry in the Land Registry Office. A certificate to prove ownership of the property is issued along with this registration entry.