



Bufete Frau

Abogados - Solicitors - Rechtsanwälte

Procedure for buying a property in Spain



Initial Steps

- Receiving the parties' personal information.
- Anti-money laundering interview (compliance).
- Obtaining the NIE/CIF of the buyer and/or the seller.
- Contacting the real estate agency and receiving the sale / purchase conditions.



Start the Due Diligence Process

- Obtaining the relevant property documentation (*simple note from the Land Registry, cadastral certificate, building licences, occupancy certificate, energy certificate, certificate of completion, etc.*)
- Pre-Scan report of the property.
- Proceedings at the Town Hall, Land Registry, Island Council and other public entities.



Purchase Option Contract, Sales Promise or Pre-contract

- Drafting and negotiation of the pre-reservation or deposit contract.
- Preparing the final technical and / or legal due diligence for the property.



Due Diligence Completion

- Making arrangements with the other party or representative, the estate agent, the bank, third parties, architects, etc. working towards the signing of the public deed before a notary.
- Providing the notary with documents relating to the property for approval.



Signing of the Deed of Sale and Purchase

- Preparing the public deed with the Notary's Office.
- Making final arrangements prior to completion.
- Assisting the client at the signing
- Translating the transaction act at the Notary's Office if required by the client.



Professional Services after Completion

- Arrange for payment of all taxes and invoices related to the sale-and-purchase operation.
- Changing the name on all utility bills.
- Processing the deed of sale before the Tax Office, Land Registry, etc.
- Annual tax advice service (non-resident taxes to be paid annually).