

Get ready for the sale and prepare the following documents:

- **Title deed, the Escritura Pública**

This is a certified copy of the original deed. The original document is in the archives of the notary. The Escritura Pública is proof that the property is registered in the property register, the Registra de la Propiedad. The agent needs a photocopy of the Escritura Pública in order to apply for a Nota Simple in the Property Register.

- **Copy of Passport or DNI**

- **Copy of NIE certificate**

The NIE certificate contains the tax number for foreigners, the Número de Identificación the Extranjeros.

- **IBI (Impuesto sobre Bienes Inmuebles)**

The IBI is proof of payment of the annual property tax. Take note that after the sale of your home you can recover a portion of the amount of the tax. The IBI also contains the Valor Catastral, the cadastral value. It is the value that the Spanish tax authorities assign to the property. The Valor Catastral is used for the calculation of Capital Gains Tax.

- **Cadastral number**

The Certificado Catastral is an extract from the Land Registry. The Certificado Catastral gives an accurate description of what exactly is being sold. It indicates what you buy, the Escritura Pública indicates from whom you buy it. On the IBI, you will find the Referencia Catastral, the land registry identification number.

- **Latest electricity and water bills**

For the buyers to know how much they will be spending monthly on electricity and water

- **Latest receipt of the Community of Owners (Comunidad de Propietarios)**

It is the proof of payment of the contribution to the Community of Owners.

- **Energy Performance Certificate**

It is a report that describes how efficient a home is in terms of energy consumption and also gives recommendations on how to save money and make your home more efficient. It assigns an energy rating to each home on a scale which ranges from "A" (the most efficient) to "G" (the less efficient). The owner of the property to be sold pays for it. The certificate is valid for 10 years.

- **Floor plan (if you have)**