

REFERRAL CHECK-LIST

TO BE PROVIDED BY THE OWNER(S)

Copy of Citizen Card or Passport or Residence Permit (Article 24 and 25 Law 83/2017); _____

These documents are used to validate: photograph, full name, signature, date of birth, nationality, validity and issuing entity. Note1: We need the documents of the husband and wife, if they are married in General or Acquired regime. If they are married in Separation of Property and the house is a family home, we also need the documents and signatures of both or when each one holds 50/50 (check in the complete Land Registry Certificate). Check validity.

Note2: If the client does not wish to present a copy of their documents, they must sign a "Declaration of non-assignment of CC", under the 5th, of the DL of 07/2007 of 05/Feb, and must also give consent to the consultant to this one take a picture of you.

Individual form; Ficha de pessoa singular;

This mandatory business identification form under Law 83/2017 of 18/08 and Regulation 276/2019 of 26/03 on the prevention of money laundering and terrorist financing, must be filled in one for each person, if are several holders of ownership of the property and signed by the owner. This document is mandatory to proceed to CPCV and/or deed.

Note: This customer form is required for any type of transaction (purchase, sale, exchange or lease) and for both parties, both seller and buyer or landlord and tenant.

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Professional card or payslip or statement from the employer; _____

It is necessary to prove the profession and employer – Subpoint viii), Subparagraph a), no.1 Article 24 Law 83/2017 and no. 4, Article 6 of Regulation 276/2019.

Note 1: In the case of receipts, the values on them can be crossed out/erased, since this information is irrelevant for the business, since the law only requires proof of profession and employer.

Note 2: In the case of an unemployed and/or retired client, the client must always indicate the last profession exercised and employer.

Proof of residence address; _____

The bill for water, electricity, gas, or communications serves to prove the permanent residence address when different from the tax domicile and it is not possible to verify the information by any other means, namely through the electronic use of the Citizen's Card [Subpoint IX), subparagraph a) of paragraph 1 of article 24 of Law 83/2017 and paragraph 7, article 6 of regulation 276/2019].

Copy of the last deed or the Land Registry Certificate (updated); _____

Note: If it is simple (6€ > validity of 1 year), if it is full it can be used directly for the deed (15€ > validity of 6 months).

CPU - Updated Urban Building Booklet); CPU - Caderneta Predial Urbana atualizada)

Note: knowing the number of the building matrix, the fraction and the NIF (Tax identification number), the owner with his password can remove the CPU on the finance website;

CE - Energy Certificate; _____

Note: After 12/01/2013 it is mandatory for Commerce, Services and Housing. Warehouses are waived. We will not be able to promote the property without this document, and may be subject to fines in case of inspections/audits by ADENE (National Energy Agency) and IMPIC (Institute of Public Markets for Real Estate and Construction). The fine applies to both mediators and owners who intend to sell alone.

LH - Housing License (can be a copy of the deed, as the respective number will be described in its content);

LH - Licença da Habitação (pode ser cópia da escritura, uma vez que estará descrito no seu conteúdo o respetivo número);

Note: For properties dated prior to 07-08-1951, they are exempt from this document. This information can be described in the CPU (and the finances can also be asked to register) and in the Land Registry Certificate. A statement can also be obtained from the city council where the property is located to prove the exemption from the license to use, which is advisable to request in advance as this document can take 15 to 30 days to be obtained according to the municipality.

Property plans; House Plans and Typography

Note: It is not mandatory for properties prior to 07-08-1951. However, if the property has bank financing it will be necessary, in which case the owner will have to go to Camara to request this document, which is usually delivered at the time.

- FT - Technical Sheet (Mandatory for fundraising and deed, only for residential properties since 30-03-2004);**
FT - Ficha Técnica (Obrigatório para angariação e escritura, só para imóveis habitacionais desde 30-03-2004);

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Note: Please note that a 2nd copy may take between 20 to 30 days, and its cost will depend on the number of pages.

- Real Estate Mediation Contract (CMI) duly completed and signed by the owners; Property Characteristics Sheet duly completed;

- Photo-Report (To be scheduled with the property properly tidy and at the time of the best sun exposure);

ASSIGNMENT OF POSITION:

- Copy of the CPCV signed between the owner/builder and current buyer;
 Proof of payments/tranches made to the
 owner/builder/developer; Current lease agreement; Inventory of the
— material that will be included in the business;

TAKEOVERS (in addition to all of the above):

IF THE PROPERTY IS IN THE NAME OF A COMPANY, WE WILL ALSO NEED THE

FOLLOWING DOCUMENTS:

- Commercial Certificate (Just provide the Permanent Certificate Code if it is valid).**
— Certidão Comercial (Basta fornecer o Código da Certidão Permanente se estiver dentro da validade).

It serves to prove Name, Corporate Purpose, Full address of the registered office and NIPC (Collective Personnel Identification Number);

- Personal documents of the Manager or those who oblige the company;**

Copy of Citizen Card or Passport or Residence Permit (Article 24 and 25 Law 83/2017);

Note1: If the customer does not wish to present a copy of their documents, they must sign a declaration pursuant to the 5th, of the Decree-Law of 07/2007 of 05/ Feb and must be identified through a photo taken with their consent by their Agent.

- RCBE - Central Register of Effective Beneficiaries. RCBE - Registo Central de Beneficiário Efectivo.**

We need a copy of the document and not the code since only public entities and themselves can consult the code.

- Legal Person File: Ficha de Pessoa Colectiva:**

This identification form of business subjects is mandatory under Law 83/2017 of 18/08 and Regulation 276/2019 of 26/03 on the prevention of money laundering and terrorist financing and must be filled in one for each person. are several holders of ownership of the property and signed by the owner. Mandatory document to proceed to CPCV and/or deed.

Note1: This customer form is required for any type of transaction (buying, selling, bartering or leasing) and for both parties, both seller and buyer or landlord and tenant.

Note 2: Additional documentation must be requested and attached to the fundraising and/or purchase/lease proposal to prove some of the identification elements in accordance with current legislation.

THE) Legal Entity Card - Serves to prove Name, Corporate Purpose, Full address of the registered office and NIPC

ANNEX I: Serves to identify the holders of shareholdings in the capital and voting rights of an amount equal to or greater than 5% and the identity of the holders of the management body or equivalent body, as well as other relevant senior staff with management powers: This proof is made by a simple written statement and must contain the elements listed in point 9 and 10 of the form. – Use this attachment whenever the customer record is not sufficient to identify all holders

Ç) ANNEX II: Serves to Identify the Effective Beneficiaries, who must be identified in the same way as natural persons (one annex for each one). This information can be found on the RCBE.

Note 3: Properties for lease that are leased, when the lease agreement is signed, the Bank's authorization for such sublease will be required;

Note 4: Properties for sale that are leased, and if the object of the company does not include the purchase and sale of real estate, it will be necessary to provide a Minute of the company resolving authorization for this sale of the property.

Note 5: If the property for sale has been leased for more than 2 years, the tenant should be asked whether he is interested in exercising his property or not.

right of first refusal.

Note 6: In case of inheritance, the death must be reported, and the respective Stamp Tax must be paid (if it is not direct descent or descent) and the registration of the qualification of heirs must also be carried out. Pay attention to those married under the common system of acquired or General Property, who will also have to sign.

Your Associate Consultant: _____, _____, _____ in _____ of 202_____.

Note: Missing documents must be delivered within 15 working days after signing the CMI – Real Estate Mediation Contract.

Provision: _____ € - costs _____ € = To be returned _____ €