APMLS

CONSUMER GUIDES

Seller checklist: documents to gather

Prepare a file for the brokerage, buyer and completion professionals; check which records apply to your property.

What matters

• Core records: current land registry certificate, tax record and owners' IDs; compare names, unit and areas.

• Energy and building: valid energy certificate and available use, alteration and technical housing records where applicable.

• Condominium: request written information on charges, arrears and works from the manager; check the statement required for transfer.

• Mortgage: check the payoff amount, release document and removal from the register; disclose tenancies and other charges.

• Since 2024, showing some building records is no longer a formal sale requirement; planning compliance still needs checking.

Questions and notes

01 Missing document, issuing authority and deadline:

02 Differences between register, tax record and property:

03 Mortgage or condominium contact:

Official sources

IRN | Certidão permanente predial

ADENE | Certificado energético

Decreto-Lei 10/2024 | Simplificação urbanística

Justiça | Balcão Casa Pronta

General information, not legal, tax, financial or technical advice. Verify current rules and property-specific facts before deciding. APMLS is independent of the brokerage and is not a party to the transaction.