



## **SCOPE OF SERVICES**

**a) Advice on Real Estate investments, especially foreign investments.**

**b) Pursue all land registration matters.**

We will check ownership of the properties in order to probe that it is duly recorded in the Land Registry and the Cadastral Registry.

In this respect we will check if the information related to square metres declared in the Land Registry are coincident with those stated in the Cadastral Registry.

And if the property is free of any lien or encumbrance in the Land Registry.

For these purposes we will require a Special Power of Attorney in our behalf granted by the client and copy of the Public Deed of the Property.

**c) Conveyancing advice in the process of acquisition and sale of Real Estate property.**

**d) Agree the contract with the purchaser or their representative(s).**

Negotiate the terms and conditions of the transaction according with the instructions received from the client.

Obtain prove of credit guarantee.

Obtain pre-agreement of the terms and conditions of the contract to be signed.

**e) Draft of contracts.**

Negotiations and drawing up of contracts (purchase/sale, options to purchase, leases, etc.).

We will prepare a bilingual draft Spanish/English of contracts.

We will prepare the Sale purchase Deed and all other required documents for the completion of the transaction.

**f) Ensure compliance with Spanish law.**

All the documents will be submitted to the Spanish Law.

Investigation of the urban planning situation of Real Estate properties in Municipalities, Cadastral and Land Registries.

**g) Arrange completion of sale in front of a Notary.**

We will coordinate with the Notary a date for signature including, if required by the clients, the signature on their behalf prior to submit to client approval.

**h) Produce all relevant documents in both Spanish and English or, failing this, provide translation.**

Prepare the corresponding bilingual Special Power of Attorney for the transaction, together with bilingual of option purchase contract/private purchase contract and any other required documents.

**i) Advise on tax issues arising from the sale.**

We will provide you with a tax report in connection with the nonresident owners according with Spanish Law related to the transaction or clarifying any query or doubt which may arise from the operation produced by an Economist-Tax Advisor.

**j) Proactive advice about requirements in local law regarding money laundering or any similar laws dealing with the proceeds of criminal activity, which may have an impact on the sale process.**

We will prepare related documents to the transaction according with the Spanish Law “ [Ley 10/2010, de 28 de abril](#), de prevención del blanqueo de capitales y de la financiación del terrorismo (BOE 29/04/10)”.

**k) Legal fees.**

Our Legal fees for the services carried out will be 1% of the total Price of the transaction.

External costs such as provision of NIEs, Military permit, Notary fees, Gestoria fees and Land Registry, etc. shall be invoiced separately.

Hope these services are of your interest in order to establish a future cooperation with our firm.

Yours faithfully



Borja Casasnovas Masoliver