

**For individuals**

- Valid identity card, passport or driver's license issued by the Prefecture
- Tax Code Card or Health Card
- Certificate of Residence

***Individuals unmarried:***

- Certificate of free / widowhood (plain paper)

***Married (even if separated or in the legal regime of community of property):***

- Extract summary of the marriage (on plain paper) issued by the municipality in which the marriage was contracted
- Copy of the act of separation of property
- A copy of the underlying asset

***Separated and divorced:***

- Judgment / Decree of separation or divorce

***Intervention of Attorney:***

- Prosecution in original or certified copy issued by the notary who keeps the original in his collection

***Representation of unable individuals:***

- Judicial Authorization

***Non-EU citizens:***

- Residence permit or residence card

**For institutions and companies**

- ID card of the legal representative
- Tax Code and VAT
- Charter
- Certificate Chamber (Register Enterprises)
- Current statute or last deed containing the updated social pacts

***For institutions with Administrative Board:***

- Book Reports to produce extract of the resolution authorizing the operation

***Intervention of Attorney:***

- Prosecution in original or certified copy issued by the notary who keeps the original in his collection
- Documents of property to be mortgaged

***Title of Purchase:***

- Deed or judgment

***If the purchase was made for succession:***

- Declaration of succession
- Publication of a will

- Acceptance of inheritance

*If it involves a plot produce:*

- Certificate and cadastral plan with borders

*If there is previous mortgage to be cleared:*

- Letter of approval by the Bank