

REQUIREMENTS FOR THE ESTABLISHMENT OF A HORIZONTAL PROPERTY OR AN EXCHANGE & DISTRIBUTION (WHEN THERE IS MORE THAN ONE OWNER):

A) OWNERSHIP DECLARATION FROM MUNICIPALITY: *IF THE PROPERTY WAS INCLUDED IN THE TOWN PLAN IN ACCORDANCE WITH THE PROVISIONS OF LAW 1337/1983 AND THE IMPLEMENTATION ACT HAS NOT BEEN SANCTIONED YET, an Attestation from the Municipality is required, from which it ensues that an ownership declaration was filed for the transferred property, in accordance with article 6 of Law 2242/1994 or (IF THE PROPERTY WAS INCLUDED IN THE TOWN PLAN IN ACCORDANCE WITH THE PROVISIONS OF LAW 1337/1983 AND THE IMPLEMENTATION ACT HAS BEEN SANCTIONED, the following are required: an Attestation by the competent Municipality that an ownership declaration for the transferred property has been filed, in accordance with article 6 of Law 2242/1994 and an attestation stating that no monetary contributions are owed for said transferred property in accordance with article 9, par. 7 of Law 1337/1983, as amended by article 5 of Law 2052/1994.*

B) From the engineer:

I. An attestation in accordance with article 23 par. 4 of Law 4014/2011 and par. 16 of article 49 of Law 4030/2011, that there are no illegal constructions on the property to be transferred or, if it is a simple plot or field, an attestation by the engineer that there are no buildings.

II. A topographic diagram with state coordinates, layout diagrams and ownership percentage tables

C) 1) Extract of Cadastral Diagram and sheet by the competent Cadastral Office (*this is required when the cadastral registration procedure has been finalized*) or

2) Certificate of 1st posting (this is required when the 1st posting has been made for the region in which the property is located) **or**

3) When the properties of the region are in the registration process, we need the declaration which was filed when the property was declared (optional).

D) Insurance Clearance Certificate from the Social Insurance Institute (IKA) (provided the client fulfills the following requirements): *i) he/she is a freelancer, ii) a member of a company, iii) has owned property for up to 10 years or a building permit). If not, he/she need only make a simple solemn declaration before a Notary.*

E) Tax clearance certificate (from the competent Public Revenue Agency)

G) If the ownership deed of the granter or donor comes from an acceptance of an inheritance, a parental grant or gift made on or after 1-1-95, we need a certificate of Law 2961/2001 (it is prepared by the Notary and submitted at the Public Revenue Agency where the relevant inheritance tax, parental grant or gift declarations, respectively, were filed).

If the ownership deed of the granter or donor comes from an acceptance of an inheritance, a parental grant or gift up to 31-12-1994, we need certified copies of the deeds: *a) for the acceptance (or the Act of death), b) the parental grant or c) gift.*

H) A Government Property Tax (ENFIA) Certificate

I) A Building Permit for the property (if the existing building was built on or after 14-3-1983, a certified copy is required).

J) If the property is located in a region near the state borders, the decision of the competent Prefectural Self-Administration regarding the lifting of the prohibitions of article 26 of Law 1892/1990 for the transfer of a property is required.