

OLIVE HOMES

Portugal Property

**A guide to selling
your property with
[OliveHomes.com](https://www.OliveHomes.com)**



OLIVE HOMES
PORTUGAL PROPERTY



At Olive Homes we love our vendors, and we are dedicated to making your property sale as stress free as possible.

This mission is our passion, and we make this commitment to you when you put your property in our hands to give you our very best service, all the way!

Communication is key and our knowledgeable, hand-picked team are constantly keeping themselves informed of the new legal requirements and evolving market, making us best placed to serve you.

No Better Way To Sell Your Property!



START

How do I get started?

That's the easy part! Just call Olive Homes!

We will visit you, talk to you about your requirements, view your property, taking a detailed look at the location, size, condition, all the information regarding the finishings and equipment, individual rooms and features.

From there we advise you regarding the recommended sales price, expected timescales, documentation required and next steps for presentation and going to market.

We will always keep you informed and updated as we understand that this is big decision to take, and we bear this in mind throughout the entire process.

What documents do I need?

- Identification of owner(s) - passport and /or citizen card and tax (fiscal) number
- Land registry document / Certidão de Teor
- Tax registration of the property / Caderneta Registo Predial
- License of use / Licença de Utilização (properties registered prior to 1951 are exempt)
- Technical folder / Ficha Technica / (applies to properties licensed after March 2004)
- Energy Certificate / Certificado Energetico
- Official plans of the property / Telas Finais
- Company incorporation certificate and POA (if the property is held in a company)

Do not worry if you do not have these documents to hand or if you don't know how or where to obtain them. Olive Homes can advise and/or help you to obtain whatever is necessary.

Mediation Agreement

We will provide an industry standard contract which serves as an agreement that we will promote your property, secure a buyer and handle the transaction through to completion.

There are two options, an exclusive and a non-exclusive contract and depending on your requirements we can advise you which would best suit your situation.

What about the photos and presentation?

At Olive Homes not only do we have the passion, dedication, "know how" and "safe hands" approach you want, we also boast cutting edge technology making our professional presentation of your property the envy of all our competitors!

Our team will capture your property in its best light, with photos, and our "Virtual Experience" technology, which gives potential clients a chance to view the property virtually online before the actual viewing.

Saving both you and them time and energy, giving them an accurate and realistic taste of the property, its exact layout as well as the location, making our property promotion more targeted and ultimately more successful.

What fees and taxes should I expect?

Estate agent fees are paid by the seller.

These will be clearly stated in our mediation agreement along with the payment terms. We can also recommend to you a suitable legal representative from our panel of tried and tested, reliable and efficient lawyers and solicitors.

They will also translate for you if you do not speak Portuguese, during the process whenever necessary as well as at the final deed.

It is a requirement to have an energy certificate to sell a property, if you do not have one, we can recommend a qualified engineer to take care of this, there is a fee of approx. €150 to €350 euros for this certificate, depending on the property size and the certificate is valid for 10 years.

Depending on your circumstances at the time of the sale of your property, you may be liable for capital gains tax.

With CGT there are several factors to consider and therefore we will advise you according to the current legislation and your individual circumstances at the time.

What happens at a viewing?

We will do our best to give as much notice as possible for viewings, usually a minimum of 1 or 2 days beforehand.

Do not worry unduly about cleaning and tidying, however, ideally, we do recommend that there is as little clutter and personal items as possible on display, to help the potential buyer see the property with clarity and be able to imagine themselves living in what could be their new home.

If you have a dog, we usually advise to take the dog for a quick walk while we show the clients around.

If not, you can still pop out for a walk or potter in the garden, Leaving us to show the clients around, this gives them the freedom to communicate honestly and openly with us about their thoughts and making sure we can do our job effectively.

After the viewing we give you feedback at the earliest opportunity.

What are the steps once we have a buyer?

Reservation

Once we have an offer which is acceptable for you, we ask the buyer to pay a reservation deposit and sign a reservation form. This means the sale is agreed and the property is off the market until the next stage in the process, the promissory contract, can be completed. This is not a legally binding contract, but a gesture of goodwill and expression of commitment by both parties.

Promissory Contract

This is a legally binding contract for both parties, prepared by the buyer's legal representative and then approved by you and your legal representative. At this time, you will receive a deposit of minimum 10% (please note this amount can vary depending on individual circumstances, it is often 30% or more). Both parties sign, or have their legal representative sign on their behalf. At this stage both parties stand to lose out financially if they do not proceed to the final deed.

Final Deed (Escritura)

The Escritura, or deed is when the final amount outstanding is paid by the buyer to the seller via their legal representative. This takes place in the Notary's office, where the Notary checks all the paperwork, witnesses the signatures, and registers the property in the name of the new owner. Before the signing of the deed, you need to make sure you have completely vacated the property as you will hand over the keys at this time.

You can rest assured that your dedicated consultant and the Olive Homes team will be with you every step of the way. On hand with feedback and to keep you up to date on the progress. Ready with advice for anything you need, such as the services of a solicitor to represent you, advice and guidance regarding transferring funds to bank accounts overseas, removals and storage companies and basically everything you will need to achieve your sale with minimum hassle and stress as possible. Let us take the strain, leaving you free to make your next move with ease and peace of mind.

Contact us now to get started!



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