

Useful words and terminology

Abogados – Lawyers/Solicitors

Administrador de Fincas – Administrator of Land. Basically an accountant to deal with paying taxes and keeping accounts for the Community of Owners (Comunidad de Propietarios).

Agente de Propiedad Inmobiliaria – A registered estate agent, who has passed examinations in estate agency law.

AGM – Annual General Meeting

A.P.I. – Number Registered no. with Local College of Estate Agency Lawyers.

Apostille – Apostle. An internationally recognised seal legalising documents such as Power of Attorney. Issued by the Foreign & Commonwealth Office in London for use in other countries.

Arrendamiento – Sitting Tenants.

Boletín Oficial del Estado – A newspaper issued by the state for legal documents.

Cargas – Charges.

Certificado de Fin de Obra – A certificate that the architect must give you or the developer when the building is completely finished.



Certificado de No Residente en España – A certificate declaring that you were not registered as a Spanish resident at the time of purchasing a property in Spain.

Compra/Venta – Purchase/Sale. Basically the sales contract.

Comunidad de Propietarios – Community of Owners. A group formed by owners of properties, with a President, Treasurer and Secretary to deal with the everyday running of the estate/complex.

Contribuciones – (Now under the new name of I.B.I. – Impuestos sobre los Bienes Inmuebles) – Annual rates, which are paid through the local Recaudación Office, sometimes incorporated in the local Town Hall.

Copia Simple – A copy of the original Escritura, minus signatures. This document is sufficient to prove ownership and to be able to obtain a bank loan if required.

Cortijo – A farmhouse. This is the house on the Finca.

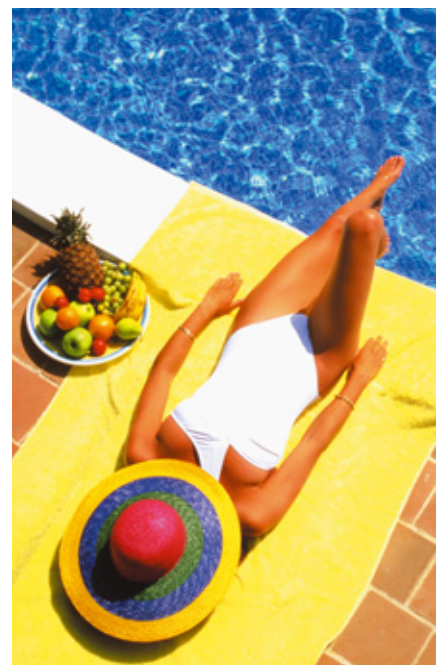
Declaración de Obra Nueva – Declaring a new building, this relates to the Notary and means that you must go to the Notary's Office to make an Escritura declaring the fact that you have now built a house/villa on the land that you already own. If it is a new property, but already built, this declaration can be done at the

same time as the Escritura for the land.

Embargo – A charge registered at the Land Registry Office for any unpaid debts, which can be actioned by a court order to proceed with the auctioning of the property to recover the debt.

Escritura – Deeds for the property.

Expediente de Dominio – Document of proof of ownership, issued by the courts in



the case that there is not Escritura for the property.

Finca – A farm. Often people refer to their Finca, meaning they have a house in the country with land.

Gestoria – No UK equivalent, but basically a person dealing with all kinds of bureaucracy, such as applications for Residencia/ work permits, driving licences, transferring a vehicle to another name, taxes etc.

Hipoteca – Mortgage.

Impuestos sobre transmisiones

Patrimoniales – 6% transfer tax, for transferring property to your name at the Land Registry Office.

INEM – Unemployment and Employment Offices.

Informe – A form detailing the Local Authority's authorisation of what can be built.

IVA – VAT.

Licence de Obra – A building licence which must be obtained from the Planning Department at the local Town Hall for all building work.

Licencia de Primer Ocupacion – Licence of First Occupation. This licence is obtained from the local Town Hall and cannot be obtained without the Town Hall having previously seen the Certificado de Fin de Obra (Certificate of Termination of the Building). Without this licence you will be unable to get an electric meter installed.

Memoria de Calidades – Building specification.

N.I.E. (Numero de Identificacion Extranjero) – Buyers must have a Numero de Identificacion Extranjero (N.I.E.), which can only be applied for in person at the local police station. You will need to queue early at the local police station to obtain your N.I.E. as only a limited number are issued each day.

Nota Simple – A document issued by the Land Registry Office which is a photocopy of the registration details of the property. It shows who the present owner is and if there are any mortgages or other debts registered against the property.

Plus Valia – A local tax that is payable on the sale of the property. It is a percentage of the increase of the value of the land since the vendors purchased it.

Poder – Power of Attorney. This will be required if you are unable to attend the Notary's Office to sign the Public Escritura.

Public Notaries – Government appointed lawyers who have passed the appropriate examinations. They legalise all kinds of documents in Spain, including Escrituras, and Powers of Attorney.

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Residencia – Resident. A Residencia in Spain means that you have obtained a resident's card, authorising you to live in Spain permanently with the same rights as a Spanish citizen.

Segregacion – Segregation – for example, of the plot of land you are buying from the rest of the land on the estate.

Testamento – Will & Testament

Valor Catastral – Rateable Value



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