

What documents do I need?

Documents for the parties to the loan	How can I receive them	Practical information	Provided by a loan applicant	Provided by a seller
<input type="radio"/> Loan application - according to the bank's template/ Annex 1 to the Loan Application.	On the bank's website, in the section Conditions and documents - Mortgage loan " My new home " or in a branch of the bank.	<i>Appendix 1 shall be completed in cases where more than two persons apply for a loan.</i>	✓	
<input type="radio"/> Identity document(s) - for all parties to the credit transaction.	Provided by the loan applicants.		✓	
<input type="radio"/> Certificate of income from the place of work of the loan applicant (according to the bank's template).	On the bank's website, in the " My new home " manual or in a branch of the bank.	<i>This document certifies the amount of the monthly remuneration in case it is not paid into an account with the bank.</i>	✓	
<input type="radio"/> Confirmation by the employer for the transfer of the income of the loan applicant/joint debtor/ spouse/guarantors to an account with the bank (according to a template).	On the bank's website, in the " My new home " manual or in a branch of the bank.	<i>To be filled in by an employer in cases where the future transfer of salary to an account with the bank needs to be confirmed.</i>	✓	
<input type="radio"/> Certification of income by persons who do not work on an employment contract (sole trader, freelance, etc.) depending on the specific case.	In the event that the loan applicant does not work on an employment contract, they should provide a tax return for the previous year, accounting reports, up-to-date court registration and documents for paid taxes and social security contributions.	<i>In this way, the bank verifies the actual monthly income of loan applicants in order to make a realistic assessment of whether they are eligible for the requested loan amount.</i>	✓	
<input type="radio"/> Certificate of marital status.	Where from? Municipal administration. For how many business days? From 1 to 7 days.	<i>The document is not mandatory for the loan applicant but in certain cases it may be requested by the bank and/or the notary public at the time of the transaction.</i>	✓	✓
<input type="radio"/> Marriage certificate or judgment for marriage dissolution.	Where from? Registry agency. For how many business days? From 1 to 3 business days.	<i>A copy of the document is required on the day of the transaction before a notary public for certification and as a supplement to the certificate of marital status.</i>	✓	✓
<input type="radio"/> Certificate of the existence of a registered matrimonial property arrangement, issued by the Registry Agency.	Where from? Registry agency. For how many business days? From 1 to 3 days.	<i>The circumstances are declared when submitting a loan application. If there is a regime of separation of property during marriage or a marriage contract, the original copies must be provided.</i>	✓	✓
<input type="radio"/> Certificate of the presence or absence of obligations issued by the NRA on the grounds of Art. 87(6) of the Tax and Social Insurance Procedure Code.	Where from? NRA. For how many business days? From 2 to 7 days. Where can I find the NRA? http://nap.bg (Contacts menu).	<i>The document is not mandatory for the loan applicant but in certain cases it may be requested by the bank. The report on the presence/absence of obligations is also obligatory for the owner/ seller of the property offered as collateral, and the check is performed by the notary public certifying the transaction.</i>	✓	✓

Property documents	How can I receive them	Practical information	Provided by a loan applicant	Provided by a seller
<input type="radio"/> Expert valuation of the property.	The bank consultant will provide you with a list of licensed appraisers from which you can choose an appraiser who will inspect and prepare a report on the property you have selected.	<i>The market valuation is sent electronically to the specified official email address of a bank employee. The aim is to establish the real price of the property serving as collateral against market levels at the time of preparation.</i>	✓	
<input type="radio"/> Preliminary purchase agreement and payment document for the prepaid part of the property price by bank transfer.	The loan applicant provides these to the bank.	<i>The document may also be provided as a draft (without signatures from the buyer and seller) in cases where the applicant's (buyer's) loan is pending approval. When it is signed by both parties, to be provided at the latest before the signing of the loan agreement.</i>	✓	
<input type="radio"/> Notary deed , other contract or document certifying ownership.	Provided by the owner/seller of the property.	<i>The purpose is to verify the ownership of the property declared by the seller and the method of acquisition. A previous ownership document may also be required if the latter is less than 10 years old.</i>		✓
<input type="radio"/> Certificate of entries , annotations and deletions regarding the property accepted as collateral, issued by the respective registry office.	Where from? Registration Agency. For how many business days? From 1 to 7 days. What documents are required? Copy of notary deed. Cadastral map/plan from the Cadastre Office. Where do I find a Registration Agency? http://www.registryagency.bg Contacts menu.	<i>It should cover the starting date of the document for ownership of the property. It establishes the presence or absence of registered mortgages, foreclosures, etc. If available, additional documents are to be provided.</i>		✓
<input type="radio"/> Certificate of entries , annotations and deletions regarding a land plot.	Where from? Registration Agency. For how many business days? From 1 to 7 days. What documents are required? Copy of notary deed. Cadastral map/plan from the Cadastre Office. Where do I find a Registration Agency? http://www.registryagency.bg Contacts menu.	<i>It is required for a period of not less than 10 years and in cases where the building in which the property offered as collateral is located was built less than 10 years ago and, accordingly, no encumbrance certificate can be provided.</i>		✓
<input type="radio"/> When purchasing a prefabricated house , the following are also required: Building permit and Explanatory note - Structural Section.	From a previous property owner or builder if the owner doesn't have them.			✓
<input type="radio"/> Certificate of tax assessment pursuant to Article 264(1) of the Tax and Social Insurance Procedure Code - photocopy, without notarial authentication.	Where from? Location municipality What documents are required? Request (according to a template) for administrative service. Original copy and copy of the ownership document.	<i>Required to establish the presence/absence of outstanding tax liabilities for the property. The certificate is valid until the date specified therein.</i>		✓

<p>Plan of an individual unit within a building, building plan and land plot plan</p>	<p>Where from? Cadastral Agency</p> <p>What documents are required? Original copy and copy of notary deed</p> <p>For how many business days? Up to 10 days.</p> <p>Where can I find a Cadastral Agency? http://www.cadastre.bg/ Contacts menu.</p>	<p>Plan of an individual unit within a building - required when there is an approved cadastral map and cadastral registers for the area in which the property is located.</p> <p>Plan of a building - required when there is an approved cadastral map and cadastral registers for the area in which the building is located, in case the subject of the loan collateral is a building.</p> <p>Land plot plan - issued when there is an approved cadastral map and cadastral registers for the area in which the property is located. When there is no approved cadastral map and registers, the plan is issued by the regional administration at the location of the property. The provision of a land plot plan is required when a mortgage in favour of the bank is to be registered on a land plot or on ideal (undivided) shares thereof, or when the property is at shell-and-core (rough construction) stage.</p>		✓
<p>Certificate of administrative address</p>	<p>Where from? www.gis-sofia.bg</p>	<p><i>It is provided only in the event that the address of the property has changed and differs from the one indicated in the ownership document or when no address is indicated in the ownership document, but the property has an administrative address.</i></p>		✓
<p>Protocol for the decision of the competent authority of the seller company - for the sale of the property accepted as collateral under the loan transaction.</p>	<p>By the seller legal entity of the property.</p>	<p><i>The document is provided by the seller company in case the property accepted as collateral for the transaction is owned by a legal entity.</i></p>	✓	
<p>Certificate of heirs/ copy - extract from death certificate/ certificate of waiver of succession.</p>		<p><i>The documents may be required by the bank in case the property is acquired by inheritance.</i></p>		✓
Documents for the property upon the loan drawdown	How can I receive them	Practical information	Provided by a loan applicant	Provided by a seller
<p>Notary deed for the establishment of a contractual mortgage/ Application for registration of a legal mortgage in favour of the bank.</p>	<p>The document is provided after a transaction is made before a notary public by the respective notary office, and original copies must be provided to the creditor bank and the loan applicant.</p>	<p><i>It is advisable to specify on the day of the transaction who will receive the documents after they have been registered with the Registration Agency—the loan applicant or a representative of the bank from whom the loan applicant will receive them.</i></p>	✓	
<p>Certificate of entries, annotations and deletions regarding the property accepted as collateral, issued by the respective registry office.</p>	<p>The document is to be submitted to the Registration Agency by the respective notary office where the purchase and sale transaction took place. When the document is ready, it is taken by an employee of the notary office and provided to the loan applicant and the creditor bank in original form. It usually takes about 10 business days for the document to be issued and received by the notary office.</p>	<p><i>It is advisable to specify on the day of the transaction who will receive the documents after they have been registered with the Registration Agency—the loan applicant or a representative of the bank from whom the loan applicant will receive them.</i></p>	✓	
<p>Notary deed for purchase and sale of the property (if applicable).</p>	<p>Where from? From a notary public. A photocopy is to be provided.</p>		✓	

Other additional documents for construction or purchase of a property at Act 14 stage		How can I receive them	Practical information	Provided by a loan applicant in case he/she will build a house with the requested loan	Provided by a seller/builder/investor who is selling a property at the shell-and-core (rough construction) stage
 Construction documents – building permit, orders related to the permit, the relevant extract from the architectural part of the project showing the property, layout, neighbours, elevation/floor, as well as approval stamp, and area distribution table.	In the event that a property is purchased at the rough construction stage you should request all documents from the builder.		<i>To identify the property acquired with the loan.</i>	✓	✓
 Approved investment project	From the contracting authority of the project.			✓	✓
 A statement of findings under Art. 181(2) of the Spatial Planning Act or a certificate of the degree of completion of the building.	From the municipality where the property is located.		<i>It certifies the degree of completion of the property and its construction at rough construction stage.</i>	✓	✓
 Act for acceptance of a structure, Conclusive act establishing the fitness for acceptance of construction (part of it).	The documents are prepared by the contracting authority, the builder and the competent persons exercising supervision.			✓	✓
 Protocol for opening a construction site and determining the construction line and level of the construction with certification for the respective level.	From the person exercising construction supervision.		<i>This establishes the stage of construction.</i>	✓	✓
 Quantity-value estimate (QVE) by type of construction and installation work.	Required by a company performing construction and installation work.		<i>It is provided as an offer/plan for the future execution of construction and installation works on the property.</i>	✓	✓
 Permit for use/ Certificate of commissioning	From the municipality where the property is located.		<i>When the property is acquired at the rough construction stage or as a right to build.</i>	✓	✓
 Permit for use and Protocol for establishing the fitness for use of the construction (Protocol, form 16 or the so-called Act 16).	From the National Construction Control Directorate for the permit to use, and from a state acceptance commission for Act 16.		<i>It certifies that the property has been put into operation.</i>	✓	✓

Contact a mortgage consultant on 02/ 933 72 22, at the cost of a local call for more information and assistance.