AUGE HORIZON
NOTAIRES

Notaires de France

GIFT / DONATION
LIST OF DOCUMENTS TO PROVIDE TO THE NOTAIRE

Documents relating to the donor (the person making the gift)

- copy of your identity card, passport or residence permit
- copy of your family record book (livret de famille)
- the duly completed civil status questionnaire available here
- and, where applicable:
  - copy of your marriage contract or PACS agreement
  - copy of the deed recording a change of matrimonial property regime

Documents relating to the recipient(s) (the person receiving the gift)

- copy of your identity card, passport or residence permit
- copy of your family record book (livret de famille)
- the duly completed civil status questionnaire available here
- and, where applicable:
  - copy of your marriage contract or PACS agreement
  - copy of the deed recording a change of matrimonial property regime

Documents relating to the asset being gifted

- **Real property**
  - list of the properties being gifted, with their addresses
  - title deeds for the properties being gifted
  - name and address of the bank and details of the loan taken out to acquire the property, if the loan has not been repaid when the file is opened
  - the properties will need to be valued: ask the notarial practice to carry out the valuation for you
  - <u>If a property is held in co-ownership or is situated in a housing development</u>
    - name and address of the co-ownership managing agent (syndic) or the representative of the housing development
    - copy of the co-ownership regulations or the housing-development regulations/specifications (cahier des charges)
    - latest service-charge demand or, where there is an owners' association (association syndicale libre) for the housing development, the latest contribution demand
    - where applicable, the notice convening the next general meeting of the co-owners
  - <u>If a property is let</u>
    - copy of the tenancy agreement,
    - inventory / condition report

- amount of the latest rent.
- amount of the security deposit.

- <u>If a property has been built, extended or altered</u>
  - copy of the planning permissions and authorisations obtained (application and order granting planning permission or works authorisation, declaration of completion, certificate of conformity, voluntary declaration of conformity, etc.)
  - copies of the structural damage insurance (dommages-ouvrage) and ten-year liability insurance policies taken out for these works, together with evidence that the premiums have been paid
  - copies of invoices for construction or improvement works.

- **Gift of a sum of money**
  - state the amount of the sum being gifted
  - specify whether the sum will be paid directly by the donor into the recipient's account, or paid by the donor to the notarial practice for onward payment by the practice to the recipient.

- **Gift of company shares**
  - articles of association of the company whose shares are being gifted
  - up-to-date Kbis extract for that company
  - valuation of the company by your accountant
  - state whether there is a shareholder's current account (compte courant d'associé); please specify the amount and the name of the shareholder concerned
  - state whether there are any loans in the company's name (please provide the bank's contact details)

Additional information and documents to provide

- If the donor has made any gift (real property, company shares, sums of money, etc.) to the recipient within the last 15 years, provide the notaire, before the appointment, with a copy of every previous gift deed and any declaration of a manual gift (don manuel).

- If real property is being gifted, specify whether the donor wishes to retain the use of the property during their lifetime and, if married, whether that right of use is to pass to the donor's spouse on the donor's death.

- If there is more than one recipient, please specify the proportions in which each recipient is to receive the asset.

- If a gift of money is to pass through the notarial practice's client account, provide the bank account details (RIB) of the recipient(s).