XAVIER BARET
NOTAIRE

Office notarial de Maître Xavier BARET
32 rue Hermel, 1st floor, 75018 Paris, France · +33 1 89 40 51 00
xavier.baret@notaires.fr · office-baret.notaires.fr

INFORMATION FORM

Buyer

Please complete this form carefully and return it to the office with the requested documents. It allows us to prepare the preliminary contract and advise you on how to structure your purchase. This English version is provided for convenience; the French version prevails.

File reference		Date	

1. CIVIL STATUS

To be completed from an identity document and a civil status record. Please attach a copy of your identity document (and residence permit for non-EU nationals).

	Buyer 1	Buyer 2
Surname at birth		
Usual surname		
First names (in civil status order)		
Date and place of birth (district)		
Nationality		
Occupation		
Current address		
Mobile phone		
Email		
Tax residence (country)		

Family status

Tick the status of each person (1 or 2).

Single: 1 ☐ 2 ☐	Married: 1 ☐ 2 ☐
PACS partner: 1 ☐ 2 ☐	Divorced: 1 ☐ 2 ☐
Widowed: 1 ☐ 2 ☐	Divorce or separation in progress: 1 ☐ 2 ☐

Marriage

Date and place of marriage	
Marriage contract (notary, date)	
Matrimonial property regime	
Change of regime since the marriage (date)	
Marriage celebrated abroad or spouse of foreign nationality	

Please attach a copy of the marriage contract and, where applicable, of the deed changing the regime.

PACS (French civil partnership)

Date the PACS was concluded	

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Registered by (town hall, notary, former district court)	
Chosen regime (separate property or joint ownership)	
Partner's surname and first names	

Please attach a copy of the PACS agreement.

Divorce, widowhood

Divorce: court and date of judgment, or notary and date the agreement was filed	
Settlement of the matrimonial property regime completed (notary, date)	
Widowhood: date of the spouse's death	

2. LEGAL CAPACITY AND COMPLIANCE

Are you subject to a legal protection measure? *Guardianship, curatorship, family authorisation, activated lasting power of attorney.*	☐ Yes ☐ No
Are you subject to over-indebtedness, receivership or liquidation proceedings?	☐ Yes ☐ No
Do you carry out an activity in your own name (sole trader, liberal profession, retailer)?	☐ Yes ☐ No
Do you hold, or have you held within the last year, a prominent political, judicial or administrative position, or are you closely related to such a person? *Question required of the notary by anti-money laundering regulations (politically exposed persons).*	☐ Yes ☐ No

If the buyer is a company

Company name and legal form	
Trade register (RCS) number and registered office	
Legal representative and powers	
Beneficial owners (more than 25% of capital or voting rights)	

Please attach a Kbis extract less than three months old, the up-to-date articles of association and the decision authorising the transaction.

Do you plan to marry or enter into a PACS before the sale is signed?	☐ Yes ☐ No

3. YOUR PROJECT

Intended use of the property

☐ Main residence	☐ Second home
☐ Unfurnished letting	☐ Furnished letting (LMNP)
☐ Short-term letting	☐ Professional or mixed use

Paris. Short-term letting of a home that is not your main residence, or its professional use, requires a change-of-use authorisation, often with compensation. Please tell us about this project before signing the preliminary contract.

Are you a first-time buyer (no ownership of your main residence in the last two years)?	☐ Yes ☐ No
Do you plan to carry out major works? *Opening a wall or window, extension, merging lots: co-ownership or town hall approval may be required.*	☐ Yes ☐ No
Do you wish to benefit from a tax scheme (Jeanbrun, Denormandie, Loc'Avantages, LMNP)? *Specify which one.*	☐ Yes ☐ No
Will you receive clients at the property?	☐ Yes ☐ No ☐ Not applicable

Description of the works or project:

4. BUYING WITH OTHERS

Unmarried partners, PACS partners, spouses with separate property, joint owners.

Ownership split (for example: 50 / 50, 60 / 40)	
Personal contribution of each buyer	
Share of the loan repaid by each buyer	
Do you wish to protect the other buyer in the event of death (will, specific clause, company)? *Without precautions, an unmarried partner does not inherit, and a PACS partner does not inherit without a will.*	☐ Yes ☐ No ☐ To discuss

5. FINANCING

Origin of funds. Anti-money laundering regulations require the notary to verify the origin of the funds paid. Please specify the origin of your contribution and attach supporting documents: this will avoid any delay on the signing day.

Purchase price	
Amount of personal contribution	

Origin of the contribution

☐ Personal savings	☐ Sale of another property
☐ Family gift	☐ Inheritance
☐ Funds from abroad	☐ Other: .....
If family gift: has it been, or will it be, declared to the tax authorities? *The notary can advise you on how to secure this gift.*	☐ Yes ☐ No ☐ Not applicable
Does the purchase depend on the prior sale of another property?	☐ Yes ☐ No

Loan

Are you financing the purchase with a loan?	☐ Yes ☐ No

Maximum loan amount	
Maximum rate (excluding insurance)	
Maximum term	
Type of loan (repayment, zero-rate PTZ, Action Logement, bridging)	
Bank or broker (name, phone, email)	
Preferred deadline for obtaining the loan	

Beware of fake bank details. The office will never notify you of a change of bank details by email. Before any transfer, check the office's bank details (RIB) by telephone on +33 1 89 40 51 00, the number published on the office's website. Its account is held at the Caisse des dépôts: if the IBAN does not start with « FR », do not make any transfer.

6. SIGNING AND TIMETABLE

Will you attend the signing of the preliminary contract and of the sale? *If not, the notary will prepare a power of attorney. A notarial power of attorney can be signed remotely, by video conference.*	☐ Yes ☐ No
Preferred date for the sale and handover of keys	
Particular constraints (move, notice period, travel)	

Remember to insure the property from the day of the sale (in a co-ownership, third-party liability insurance is mandatory).

7. DOCUMENTS TO PROVIDE

☐ Identity document of each buyer	☐ Family record book (livret de famille)
☐ Marriage contract or PACS agreement	☐ Recent proof of address
☐ Proof of origin of the contribution	☐ Loan offer (as soon as received)
☐ Articles and Kbis (corporate buyer)	☐ Bank details (RIB)

8. COMMENTS

Any useful information you wish to bring to the notary's attention.

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PERSONAL DATA PROTECTION NOTICE

The notarial office processes personal data concerning the persons mentioned herein in order to carry out notarial activities, in particular the formalities relating to deeds.

This processing is based on compliance with a legal obligation and the performance of a task carried out in the exercise of official authority delegated by the State to notaries, as public officers, in accordance with Ordinance No. 45-2590 of 2 November 1945.

Unless stated otherwise, the information requested in this document is necessary for the preparation and drafting of the deeds. Without it, the office may be unable to receive the deed, or to apply a provision favourable to the persons concerned.

This data may be transferred to the following recipients: legally authorised administrations or partners such as the Directorate General of Public Finances or, where applicable, the land register, notarial bodies, notarial organisations, the central registers of the notarial profession (Central Register of Last Wills, Central Electronic Register of Notarial Deeds, PACS register, etc.), notarial offices taking part in or contributing to the deed, the financial institutions concerned, specialised advisory bodies for the management of notarial activities, the Conseil supérieur du notariat or its delegate for producing statistics used to value real estate pursuant to Decree No. 2013-803 of 3 September 2013, and public or private bodies carrying out checks to identify politically exposed persons or persons subject to asset freezes or sanctions, and to combat money laundering and terrorist financing. These checks involve a transfer of data to a country outside the European Union governed by the European Commission's standard contractual clauses, intended to ensure a level of data protection essentially equivalent to that guaranteed within the European Union.

Disclosure of this data to these recipients may be essential to carrying out notarial activities.

Documents used to draw up, register and publish deeds are kept for 30 years from completion of all formalities. The authentic deed and its appendices are kept for 75 years, and for 100 years where the deed concerns minors or protected adults. Checks relating to politically exposed persons, money laundering and terrorist financing are kept for 5 years after the end of the business relationship.

In accordance with the applicable data protection regulations, individuals may request access to data concerning them. Where applicable, they may request its rectification or erasure, obtain restriction of its processing or object to it on grounds relating to their particular situation. They may also set instructions regarding the retention, erasure and disclosure of their personal data after their death.

To exercise these rights, individuals may write to the notarial office (xavier.baret@notaires.fr) or to the Data Protection Officer it has appointed (dpo.notaires@datavigiprotection.fr).

Anyone who gives the office information about other persons (spouse, children, heirs, company partners) is asked to inform them and to give them a copy of this notice.

If, after contacting the notarial office, these persons consider that their rights have not been respected, they may lodge a complaint with a European supervisory authority, the Commission nationale de l'informatique et des libertés (CNIL) in France.

9. CERTIFICATION AND SIGNATURE

I certify that the information above is accurate and complete, and I undertake to inform the office of any change before signing.

By signing, I acknowledge that I have read the personal data protection notice above.

Buyer 1 Date and signature	**Buyer 2** Date and signature