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

Seller

Please complete this form carefully and return it to the office with the requested documents. If you do not know an answer, say so: the office will carry out the checks. This English version is provided for convenience; the French version prevails.

File reference		Date	

Important. Your statements engage your liability. Any omitted or inaccurate information, in particular about past letting of the property, works carried out or tax benefits received, may lead to an incorrect calculation of the capital gains tax collected on the sale, a tax reassessment, or a claim by the buyer after the sale.

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).

	Seller 1	Seller 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.

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PACS (French civil partnership)

Date the PACS was concluded	
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 seller 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.

3. THE PROPERTY SOLD

Address of the property	
Type (flat, house, commercial premises, land)	
Lot numbers (co-ownership), including cellar and parking	

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Current use (residential, professional, mixed, commercial)	
Agreed price	
Estate agency and fees (payable by whom?)	
Furniture sold with the property (list and estimated value)	
Preferred signing date	

Is the property the family home? *If so, the spouse's consent is mandatory, even if the spouse is not an owner.*	☐ Yes ☐ No
Will the property be vacant on the day of the sale?	☐ Yes ☐ No

4. ORIGIN OF OWNERSHIP

☐ Purchase	☐ Construction	☐ Gift
☐ Inheritance	☐ Division (divorce, estate)	☐ Other: .....

Date of the deed and notary	
Price or value stated in the deed	
If inheritance: date of death, notary in charge, return filed (yes/no)	
If gift: is the donor alive? inalienability clause, right of return or retained life interest?	
Is ownership split (life interest, bare ownership)?	

5. LETTING AND TAXATION OF THE PROPERTY

Furnished letting (LMNP): must be declared. For sales completed since 15 February 2025, depreciation deducted under the non-professional furnished letting regime (LMNP) is added back when calculating the taxable capital gain (article 150 VB of the French General Tax Code). Only certain residences are excluded (student, senior and care residences). The notary calculates and collects the tax at the time of the sale: the notary must know this depreciation.

Has the property been let since you acquired it, even occasionally?

☐ Never let	☐ Unfurnished letting
☐ Furnished letting (one-year lease or nine-month student lease)	☐ Short-term letting (Airbnb, Abritel...)
☐ Mobility lease	☐ Made available free of charge

If furnished letting

Landlord status	☐ LMNP ☐ LMP ☐ I don't know
Tax regime for rental income	☐ Micro-BIC ☐ Actual (réel) ☐ I don't know
Under the actual regime, was depreciation of the property deducted? *If so, attach the tax returns (forms 2031, 2033) and the depreciation schedule.*	☐ Yes ☐ No ☐ I don't know

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Is the property in a serviced residence (student, senior, care home, tourism)? *Specify the type of residence and the operator.*	☐ Yes ☐ No
Did you recover VAT on the purchase?	☐ Yes ☐ No

Furnished letting period (from / to)	
Total depreciation deducted on the property	
Accountant (name, phone, email)	

If unfurnished letting

Have you set off a property deficit against your overall income in the last three years? *The sale may lead to this deficit being called into question.*	☐ Yes ☐ No ☐ I don't know

If short-term letting (Paris)

Furnished tourist accommodation registration number	
Is the property your main residence? Number of nights let per year	
Change-of-use authorisation and compensation (if second home)	

Tax benefits and grants

Tick any scheme you have benefited from on this property, even in the past.

☐ Pinel, Duflot, Scellier	☐ Denormandie
☐ Malraux, historic monument	☐ Censi-Bouvard
☐ Robien, Borloo, Besson	☐ Loc'Avantages, Cosse (ANAH agreement)
☐ ANAH grant	☐ MaPrimeRénov'
☐ Zero-interest eco-loan	☐ Jeanbrun (rental investment, since 2026)
☐ None	

Current letting commitment: scheme and end date	
Amount of grants received and conditions to be met	

6. CAPITAL GAINS

Is the property your main residence on the day of the sale? *If you have moved out, state the date you left and whether the property has remained vacant since.*	☐ Yes ☐ No
If not: have you owned your main residence, directly or through an intermediary, in the four years before the sale?	☐ Yes ☐ No
If not: do you intend to reinvest the price in buying your main residence within 24 months?	☐ Yes ☐ No
Are you non-resident in France for tax purposes? *Specify the country and the date you left France.*	☐ Yes ☐ No

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Have you had works carried out by contractors that were not deducted from your rental income? *Please attach the contractors' invoices.*	☐ Yes ☐ No
If you received the property by inheritance or gift, did you pay the duties yourself? *Please attach the return and proof of payment.*	☐ Yes ☐ No

Date you moved into the property (main residence)	
Acquisition costs actually paid (if more than 7.5% of the price)	

7. WORKS AND PLANNING

Have you carried out works since you acquired the property? *Specify the type, date and contractor below.*	☐ Yes ☐ No
Are any works less than ten years old covered by the ten-year builder's guarantee (structure, roof, extension, installations)? *Attach the invoices and the contractors' ten-year insurance certificates, and the structural damage insurance where applicable.*	☐ Yes ☐ No
Have you altered load-bearing walls, facades, the roof or common parts? *Openings, extension, veranda, loggia, attic conversion, annexing a corridor, moving pipes.*	☐ Yes ☐ No
Have you merged or divided lots, or changed the use of a room (office, shop, maid's room)?	☐ Yes ☐ No
Were these works authorised by the general meeting and, where required, by the town hall (permit, prior declaration, compliance)? *Please attach the authorisations.*	☐ Yes ☐ No ☐ Not applicable
Is the property fitted with a macerator toilet? If so, was it authorised by the general meeting?	☐ Yes ☐ No ☐ Not applicable

Description of works (type, date, contractor):

8. CONDITION OF THE PROPERTY AND EQUIPMENT

Has the property suffered damage compensated as a natural or technological disaster? *Mandatory information for the buyer.*	☐ Yes ☐ No
Is water damage or any other claim in progress?	☐ Yes ☐ No
Have you noticed leaks, damp or cracks?	☐ Yes ☐ No
Have you noticed termites, dry rot, wood-boring insects or bed bugs?	☐ Yes ☐ No
Does the property have a gas installation, fireplace or stove insert?	☐ Yes ☐ No

Is any equipment under contract (boiler, heat pump, solar panels, alarm, air conditioning)? *Please attach the contracts and maintenance certificates.*	☐ Yes ☐ No
Is there any known dispute with a neighbour, easement or encroachment?	☐ Yes ☐ No

Detached house

Is the property connected to mains drainage? *If not, attach the latest inspection of the individual sewage system.*	☐ Yes ☐ No
Does the property have a swimming pool? *Specify the safety device installed.*	☐ Yes ☐ No

9. CO-OWNERSHIP

Managing agent (name, address, manager)	
Quarterly service charges	

Are you up to date with service charges?	☐ Yes ☐ No
Have works been voted that are not yet paid or carried out?	☐ Yes ☐ No
Are there proceedings between you and the co-ownership, or against the co-ownership?	☐ Yes ☐ No
Do you have exclusive use of any common part (terrace, garden, corridor)?	☐ Yes ☐ No
Was the Carrez floor area measured by a professional? *Specify the date and the surveyor.*	☐ Yes ☐ No
Is this the first sale since the building was divided into co-ownership?	☐ Yes ☐ No ☐ I don't know

10. OCCUPANCY OF THE PROPERTY

Is the property currently let? *Attach the lease, its amendments, the last rent receipt and the amount of the security deposit.*	☐ Yes ☐ No
Has notice been given, by you or by the tenant? *Attach a copy of the notice. For a home let unfurnished, notice given in order to sell gives the tenant a right of first refusal.*	☐ Yes ☐ No ☐ Not applicable
Has the property been let previously? *State the name of the managing agent and the date the last tenant left.*	☐ Yes ☐ No

11. LOANS AND SECURITY

Is the property subject to a mortgage, including the lender's special statutory mortgage (hypothèque légale spéciale du prêteur de deniers, formerly the lender's lien)? *State the bank and loan number: the notary will request the redemption statement.*	☐ Yes ☐ No
Do you have a bridging loan pending this sale?	☐ Yes ☐ No
Is the property pledged to the Treasury (deferred payment of inheritance tax)?	☐ Yes ☐ No

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Is a property seizure in progress?	☐ Yes ☐ No
Bank, loan number and outstanding capital	

12. DOCUMENTS TO PROVIDE

Tick the documents attached. Diagnostic reports must be valid on the day of the sale; their validity period depends on the report.

In all cases

☐ Identity document of each seller	☐ Full title deed
☐ Technical diagnostic file	☐ Latest property tax notice
☐ Bank details (RIB)	☐ Marriage contract or PACS agreement

Co-ownership

☐ Co-ownership rules and amendments	☐ Minutes of all general meetings held in the last 3 years and the current year
☐ Latest service charge demands	☐ Maintenance log and summary sheet
☐ Global technical diagnosis or multi-year works plan	☐ Pre-sale statement (pré-état daté)

These documents are usually available on your managing agent's online portal. Download them yourself, or ask the managing agent for them. Do not share your login details.

Depending on your situation

☐ Lease, amendments, receipt, notice	☐ Works invoices and ten-year insurance certificates
☐ Planning and general meeting authorisations	☐ LMNP tax returns and depreciation schedule
☐ Equipment maintenance contracts	☐ Articles and Kbis (corporate seller)

13. 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.

14. CERTIFICATION AND SIGNATURE

I certify that the information above is accurate and complete. I have been informed that any omission or inaccuracy may engage my liability towards the buyer and the tax authorities, 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.

Seller 1 Date and signature	**Seller 2** Date and signature