



*Successfully selling, letting and managing
homes in Portugal since 2003*

Wink-Real Estate Soc. Imob. Lda. • Lic. n.º 3328-AMI

A GUIDE TO SELLING YOUR PROPERTY IN PORTUGAL



Selling a property in Portugal is a well-regulated process but can appear daunting particularly for your first time. Working with a licenced, experienced and professional local estate agent with a track record in Portugal, as well as a strong marketing plan for your property, is the best way to ensure a successful sale.

People are more likely to buy through us than any other agent, feeling secure that they've made an informed buying decision.

A MATURE PROFESSIONAL TEAM

As a family-owned and operated real estate agent, we have been successfully selling properties in the Algarve since 2004. We are a team of mature professionals who have years of collective experience. Our aim is to deliver honesty, clarity and attention to detail to ensure the successful sale of your property. Nobody is better qualified than us to value your property and we work to achieve the best possible price within a timescale to suits your needs.

We have relationships with many key support services to help us qualify an applicant's ability to buy, offering our sellers peace of mind on their sale. Our financial advisors have protocols with an extensive network of banks enabling them to offer financing and money transfer options to suit buyers' needs thus increasing the likelihood of a sale proceeding smoothly.

algarvehomesales.com have relationships with like-minded multilingual professionals in each of our key locations and we can recommend legal representatives, surveyors and other professionals to our buyers at the right time to facilitate the process.

We also offer professional property management and rental services together with accurate information and advice to potential purchasers. As a result people are more likely to buy through us than any other agent, feeling secure that they've made an informed buying decision.

MARKETING

Our marketing activity is analysed and reviewed regularly to ensure we are targeting the right clients at the right time.

We are able to find the right buyer for your property thanks to a combination of approaches. Our state-of-the-art technology matches suitable buyers to your home and, as soon as the property is listed, we proactively phone, text and email suitable potential buyers. We also have a network of agents in countries around the world who send buyers directly to us.

Our website is up to date, easy to use and provides buyers with a comprehensive presentation of your home. It is available on standard computers, laptops, tablets and mobile telephones ensuring that potential buyers can stay in touch with us wherever they are. We also promote our properties on international portals, including Rightmove and Primelocation/Zoopla, as well as through a network of property portals focused on Portugal and with a proven track record of delivering motivated buyers.

Over 90% of all property searches begin online, so you need to be confident that your property is well-promoted digitally. We continue to invest in optimising our website for internet search engines and are working with a specialist company to ensure we achieve optimal positioning on Google and other important search engines. We analyse the response from our own and our partner websites on a monthly basis and review and improve our campaigns to gain maximum return in the level of enquiries.

Our weekly newsletter is circulated to a large database of thousands of registered buyers and consistently generates new enquiries for our properties. We also advertise with local and international property media and we promote our property portfolio at trade shows focused on the Portuguese market.

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OUR HEAD OFFICE

Our well-located and welcoming office in Carvoeiro attracts potential buyers with its attractive window display. We have an experienced and hardworking team of professionals who have local knowledge and who are committed to selling your property in the western Algarve.



Carvoeiro office

THE PROCESS

When you make contact with us we will arrange to visit your property to conduct a free market appraisal. At the same time we will also ask you to prepare a copy of documentation required in order to prepare the contract. The list of required documents includes:

- » Photographic identification for all vendors of the property, usually a passport
- » Portuguese fiscal number
- » Energy certificate – a valid certificate must be obtained before the property can be listed for sale
- » Current *Caderneta Predial* – this document confirms the rateable value of the property amongst other things
- » Current *Certidão de Teor* – this is the land registry document showing that the owner has good title and that there are no outstanding debts on the property. It also gives the legal description of the property
- » *Licença de Utilização* – the habitation licence for properties built after 1951 or a certificate that the property was in existence prior to 1951
- » *Escritura anterior* – the last title deed (*escritura*), for properties that had a previous owner
- » *Ficha Técnica* – this document gives technical details of the construction of the property for all properties completed after March 30, 2004
- » Floor plans if available
- » A full inventory of what is being included in the sale
- » Building licence – necessary for any building project

In addition we are required by law to request the following:

- » The profession and employer of all vendors – in the case of companies, the address of the head office (or branch) or the identification of all partners with holdings exceeding 5%

When the paperwork has been verified and the contract is agreed and signed by both parties, we will proceed to market your property to registered buyers using our state-of-the-art in-house technology platform and will implement our marketing plan.

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THE SELLING PROCESS

The Portuguese selling process is well documented including the stages when **algarvehomesales.com**, as the selling agent, will be involved. This is just a brief overview and any member of our team will be happy to talk through this process in more detail.

All offers will be forwarded to the seller and we will facilitate an agreement between buyer and seller. When the buyer and seller have agreed terms an offer confirmation in writing will be sent to seller, buyer and their respective legal representatives.

Regular contact will be maintained by **algarvehomesales.com** with all parties involved in the sale in order to identify, and resolve, any queries or issues that may arise throughout the transaction process and to move the sale forward.

The buyer's legal representative will contact the relevant parties to ensure all documents are up to date and correct. If financing is required, the mortgage broker will work with the buyer and the buyer's legal representative throughout the process to completion.

Prior to promissory contract, the seller will be contacted to confirm the date and venue to exchange contracts and agree the method of payment for 50% of the selling fees as documented in the contract of sale.

Where appropriate the inventory will be checked by **algarvehomesales.com** for inclusion in the promissory contract.

A copy of the promissory contract will be sent to the seller by his/her legal representative (in English, Dutch, German or Portuguese as appropriate) before the signing, this is particularly relevant where the seller has given power of attorney if they are unable to attend the signing.

An invoice from **algarvehomesales.com** will be sent to the seller and/or their legal representative, the day before the promissory contract is scheduled to be signed.

Your **algarvehomesales.com** representative will attend the promissory contract signing and will maintain contact with both parties in the period between the signing of the promissory contract and the *escritura*.

We will take and provide meter readings for the utilities (water, gas, electricity, etc) on the day the *escritura* is signed.

We will attend the *escritura* to ensure completion. Payment of the final 50% of the selling fees is due on the day of *escritura*.

TIMESCALE

The period between the offer being accepted and the signing of the promissory contract is approximately 15 – 28 days depending on whether the buyer requires a mortgage or not and if all the seller's documents are in order.

The promissory contract to *escritura* normally takes between 30 – 60 days but in some cases can take as little as seven days. However, this is just a guide as timings can vary depending on the type of transaction and the personal circumstances of the parties involved.

Results driven and consistently successful, we are confident you will find us easy to work with to achieve the swift sale of your Algarve home.

FOR MORE INFORMATION ABOUT SELLING IN PORTUGAL

Visit our website

www.algarvehomesales.com

Drop into our head office

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