

## Request for updating of housing property titles

Category: Housing Procedures

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Request for updating of housing property titles (Norma Jurídica Res. 342/11).

This procedure enables the updating of ownership titles of natural persons in cases that:

- Errors or omissions relating to the elements of the description and appraisal.
- Internal constructive actions carry out that modify the description of the dwelling, unify or divide it and do not require a building permission or authorization according to current legislation.
- The physical reality does not coincide with that reflected in the property title, because constructive actions of expansion, rehabilitation or remodeling have been carried out, provided that the technical construction requirements and the urban and territorial regulations have not been violated.

Persons interested in updating their titles, covered in subparagraphs a) and b) do not require Resolution of the Municipal Housing Office. The Technical Report issued by the Municipal Physical Planning Office constitutes the valid document for the purposes of the corresponding notarial update.

2) The Technical Report of the Municipal Physical Planning Office includes the

description and appraisal of the actions carried out, current description and technical-constructive status, as should be.

3) If the application consists only for updating of the property title regard to the legal price of the house, the certification issued by the Fund Control Department of the Municipal Housing Office is effective for the purposes of the corresponding notarial action.

The directors of the Municipal Housing Office are competent to issue resolutions on the property housing update covered by Article 1(c).

The interested people should submit the following documents:

- Written application with all their general information
- Document accrediting the house ownership.
- Certify of Physical Planning accrediting that there is no objection for the housing title update.
- Technical Report issued by the Municipal Physical Planning Office.
- Stamp of \$ 10.00.