

# SPANISH PROPERTY VIEWING CHECKLIST

Use this checklist to make sure you ask the right questions and gather the important information.

Property Address: \_\_\_\_\_  
Date of Viewing: \_\_\_\_\_  
Agent: \_\_\_\_\_  
Interpreter (if any): \_\_\_\_\_

 **Important:** Always seek independent legal, technical, and financial advice before committing to any purchase.

## 1. PROPERTY DETAILS

- |                                                              |                                                           |
|--------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Address confirmed                   | <input type="checkbox"/> Floor plan requested             |
| <input type="checkbox"/> Asking price confirmed              | <input type="checkbox"/> Energy certificate requested     |
| <input type="checkbox"/> Cadastral reference requested       | <input type="checkbox"/> Items included in sale clarified |
| <input type="checkbox"/> Floor area confirmed                | <input type="checkbox"/> Community fees (if applicable)   |
| <input type="checkbox"/> Plot size confirmed (if applicable) | <input type="checkbox"/> Recent property photos /maps     |
| <input type="checkbox"/> Year of construction confirmed      |                                                           |

Notes: \_\_\_\_\_

## 2. GENERAL CONDITION

- |                                                          |                                                                |
|----------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Walls, ceilings, floors checked | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Signs of damp, leaks or mould   |                                                                |
| <input type="checkbox"/> Cracks or movement noted        |                                                                |
| <input type="checkbox"/> Roof condition discussed        |                                                                |
| <input type="checkbox"/> Windows and doors tested        |                                                                |
| <input type="checkbox"/> Any structural issues?          |                                                                |

Notes: \_\_\_\_\_

## 3. UTILITIES & SYSTEMS

- |                                                           |                                                                         |
|-----------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Electrical system checked        | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Water pressure tested            |                                                                         |
| <input type="checkbox"/> Hot water system tested          |                                                                         |
| <input type="checkbox"/> Heating / cooling discussed      |                                                                         |
| <input type="checkbox"/> Mains water or other source?     |                                                                         |
| <input type="checkbox"/> Drainage / septic system?        |                                                                         |
| <input type="checkbox"/> Internet & mobile signal checked |                                                                         |

Notes: \_\_\_\_\_

## 4. RENOVATIONS & PERMISSIONS

- |                                                              |                                                                |
|--------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Extensions / alterations identified | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Permits or licences confirmed       |                                                                |
| <input type="checkbox"/> All buildings in documents?         |                                                                |
| <input type="checkbox"/> Invoices or certificates available? |                                                                |
| <input type="checkbox"/> Any outstanding planning issues?    |                                                                |

Notes: \_\_\_\_\_

## 5. OWNERSHIP & LEGAL MATTERS

- |                                                            |                                                                         |
|------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Registered owner confirmed        | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Nota simple requested             |                                                                         |
| <input type="checkbox"/> Mortgages / charges discussed     |                                                                         |
| <input type="checkbox"/> Debts or liens discussed          |                                                                         |
| <input type="checkbox"/> Tenants / occupants discussed     |                                                                         |
| <input type="checkbox"/> Power of attorney (if any)        |                                                                         |
| <input type="checkbox"/> Any rights of way / restrictions? |                                                                         |

Notes: \_\_\_\_\_

## 6. COMMUNITY (IF APPLICABLE)

- |                                                             |                                                                         |
|-------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Monthly / annual fees confirmed    | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> What do fees cover?                |                                                                         |
| <input type="checkbox"/> Payments up to date?               |                                                                         |
| <input type="checkbox"/> Extraordinary charges planned?     |                                                                         |
| <input type="checkbox"/> Rules: rentals, pets, renovations? |                                                                         |
| <input type="checkbox"/> Recent meeting minutes requested   |                                                                         |
| <input type="checkbox"/> Reserve fund discussed             |                                                                         |

Notes: \_\_\_\_\_

## 7. RUNNING COSTS & TAXES

- |                                                       |                                                     |
|-------------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> IBI (property tax) confirmed | <input type="checkbox"/> Gas / heating costs (est.) |
| <input type="checkbox"/> Community fees confirmed     | <input type="checkbox"/> Internet costs (est.)      |
| <input type="checkbox"/> Rubbish collection charges   | <input type="checkbox"/> Insurance costs (est.)     |
| <input type="checkbox"/> Electricity costs (est.)     | <input type="checkbox"/> Pool / garden maintenance  |
| <input type="checkbox"/> Water costs (est.)           | <input type="checkbox"/> Other annual costs         |

Estimated Annual Costs: € \_\_\_\_\_

Notes: \_\_\_\_\_

## 8. LOCATION & SURROUNDINGS

- |                                                       |                                                                         |
|-------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Noise levels assessed        | Questions to ask:<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
| <input type="checkbox"/> Traffic & access assessed    |                                                                         |
| <input type="checkbox"/> Parking availability checked |                                                                         |
| <input type="checkbox"/> Nearby services & amenities  |                                                                         |
| <input type="checkbox"/> Mobile signal & internet     |                                                                         |
| <input type="checkbox"/> Flood risk / drainage?       |                                                                         |
| <input type="checkbox"/> Planned developments?        |                                                                         |

Notes: \_\_\_\_\_

## IMPORTANT REMINDERS

- Do not sign or pay anything until an independent lawyer has reviewed the documents.
- Verify boundaries, permissions, and legal status with professionals.
- Take your time and don't feel pressured.
- A second viewing is often worthwhile – visit at different times of day.



**PROPERTY BRIDGE**  
TRANSLATION

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