



Cyprus Title Deed & Land Registry Checklist

A practical checklist for buyers, lawyers, agents and notaries (2026)

How to use this checklist: Tick items as you go. Assign each task to a named person and a due date. This document is general information only and is not legal advice.

	Checklist item	Responsible party (suggested)	Notes / Status
	Property identity and title deed status		
	<input type="checkbox"/> Confirm full property address and unit number (if applicable).	Buyer / Agent	
	<input type="checkbox"/> Obtain plot/parcel reference details (as per Land Registry records).	Lawyer	
	<input type="checkbox"/> Confirm site plan / floor plan matches what is being purchased.	Buyer / Agent / Surveyor	
	<input type="checkbox"/> Confirm parking and storage areas are clearly identified and included in writing.	Agent / Lawyer	
	<input type="checkbox"/> Confirm title deed status: available now or pending.	Lawyer	
	<input type="checkbox"/> If title deed is pending: obtain written explanation (reason, expected pathway/timeline, what 'completion' means, and protections relied on).	Lawyer / Seller / Developer	
	Seller authority and ownership checks		
	<input type="checkbox"/> Verify seller is the registered owner (or has valid authority to sell).	Lawyer	
	<input type="checkbox"/> If company seller: confirm authorised signatories and corporate approvals.	Lawyer / Seller	
	<input type="checkbox"/> If Power of Attorney is used: validate scope, validity and signing requirements.	Lawyer	
	<input type="checkbox"/> Confirm no ownership disputes that could block transfer.	Lawyer	
	Encumbrances and restrictions (mortgages, memos, liens)		

	<input type="checkbox"/> Request confirmation of any registered mortgages/charges, memos/judgments/liens, court orders, easements/rights of way, leases or third-party rights.	Lawyer	
	<input type="checkbox"/> If encumbrances exist: agree a written clearance plan (what will be cleared, when, and by whom).	Lawyer / Seller / Developer	
	<input type="checkbox"/> Confirm evidence required at completion (e.g., releases/discharges).	Lawyer	
	<input type="checkbox"/> Agree the funds flow (who is paid, in what order, and what is withheld until releases are proven).	Lawyer / Buyer / Bank	
Planning and building compliance (transfer blockers)			
	<input type="checkbox"/> Obtain and review building permits and planning permissions.	Seller / Developer / Lawyer	
	<input type="checkbox"/> Confirm any alterations or extensions are approved (or formally addressed).	Lawyer / Surveyor	
	<input type="checkbox"/> Identify any certificates or confirmations required for transfer and ensure they are obtainable.	Lawyer	
	<input type="checkbox"/> If new build: document completion standards, snagging process and handover deliverables.	Buyer / Developer / Lawyer	
Deposit safety (before you pay any reservation deposit)			
	<input type="checkbox"/> Ensure deposit terms are written and signed (do not rely on messages or verbal agreements).	Lawyer / Agent	
	<input type="checkbox"/> Confirm deposit amount and recipient.	Lawyer	
	<input type="checkbox"/> Confirm where funds are held and who controls release.	Lawyer	
	<input type="checkbox"/> Define clear refund conditions (e.g., due diligence failure, finance failure, seller default).	Lawyer	
	<input type="checkbox"/> Define any non-refund triggers and the exact date they apply.	Lawyer	
	<input type="checkbox"/> Document the release process (who can release funds and what evidence is needed).	Lawyer	
Contract of Sale readiness (before you sign)			



	<input type="checkbox"/> Confirm exact property description and inclusions/exclusions.	Lawyer / Agent	
	<input type="checkbox"/> Confirm payment schedule and completion date.	Lawyer / Buyer / Seller	
	<input type="checkbox"/> Confirm completion deliverables (what the seller must provide).	Lawyer	
	<input type="checkbox"/> Confirm default/remedy clauses for both sides (delay, failure to complete).	Lawyer	
	<input type="checkbox"/> If title deed pending: include specific protections, obligations, timelines and consequences.	Lawyer	
	<input type="checkbox"/> Confirm who pays which taxes/fees and when.	Lawyer	
	Post-signing: stamp duty and Contract of Sale deposit		
	<input type="checkbox"/> Confirm stamp duty steps are actioned and receipts retained (timing matters).	Lawyer	
	<input type="checkbox"/> Deposit the signed Contract of Sale with the Department of Lands and Surveys (Land Registry).	Lawyer	
	<input type="checkbox"/> Diary the recommended maximum deadline: within 6 months from the signing date.	Lawyer / Buyer	
	<input type="checkbox"/> Store evidence: stamped contract, deposit receipt/acknowledgement, final signed contract and annexures.	Lawyer / Buyer	
	Pre-completion transfer readiness		
	<input type="checkbox"/> Confirm all seller deliverables are received (as per contract).	Lawyer / Seller / Developer	
	<input type="checkbox"/> Confirm encumbrance releases are ready (if applicable).	Lawyer / Seller / Bank	
	<input type="checkbox"/> Confirm utilities and municipal items (who does what before/after transfer).	Buyer / Seller / Agent	
	<input type="checkbox"/> Confirm funds flow and timing (bank cut-offs, FX timing, approvals).	Lawyer / Buyer / Bank	
	<input type="checkbox"/> If foreign buyer permissions apply: confirm status and file evidence.	Buyer / Lawyer	



	Completion and after		
	<input type="checkbox"/> Confirm transfer appointment and who attends/represents each party.	Lawyer / Buyer / Seller	
	<input type="checkbox"/> Execute payments as per the agreed funds flow and retain confirmations.	Buyer / Bank / Lawyer	
	<input type="checkbox"/> Obtain receipts for each payment and completion deliverables.	Lawyer	
	<input type="checkbox"/> Obtain transfer/registration confirmation (or documented next steps if title is pending).	Lawyer	
	<input type="checkbox"/> Create and store a 'closing pack' (contract, receipts, filings, confirmations, certificates, warranties).	Buyer / Lawyer	

About REXE: REXE helps coordinate property transactions with structured checklists, shared documents, task ownership, and an audit trail, so critical filing and transfer steps don't get missed.