



Landlords: Registering a Rental Contract

Since 01 April 2015, leases can be registered directly on the *Finanças* website. Landlords have until November 2015 to adapt to the new rules. From that date on, this procedure becomes mandatory, except for those who over 65 of age or who, in the previous year, had less than €838.44 in rental income.

Under the new rules, the formal communication of the lease to the “AT” should be made by the end of the month following the start of the lease, sublease, changes, termination or, in the case of a promissory agreement, the provision of leased assets. When the lease is registered through the *Finanças* website, it is no longer necessary to present a hard copy of the contract at the local *Finanças* office.

Registering the lease is now a relatively simple process. To do this, just follow the following steps:

1. Enter the *Finanças* website ⇒ Tax Services ⇒ Individual Taxpayers ⇒ Submit ⇒ Rent;
2. Enter the your password and enter the new lease area;
3. Select the option for "Report beginning of contract”;
4. Fill in all the details of the contract;
5. Click “Save Draft" and confirm all data;
6. If everything is correct, submit the contract;
7. Next will appear a voucher for payment of Stamp Duty.

Paying Stamp Duty

The settlement of Stamp Duty is made with the Tax Authority (“AT”). At the time of submission of the statement, Stamp Duty is declared and an invoice issued to be paid by the end of the month following the start of the lease. When there are more than one lessors, the remaining landlords will be notified to make their proportional payment within 30 days. The Stamp Duty assessment is equal to 10% of the value of annual rent.



Older agreements

If you have a lease dated before 01 April 2015, you do not have to register the lease, but rather record the "*minimum contract elements*" on the Finanças website. This step is critical to be able to issue *electronic rent receipts*, which also became mandatory for almost all landlords as of November 2015.

To record the "*minimum contract elements*":

Access the Finanças website ⇒ Tax Services ⇒ Submit ⇒ Rent ⇒ Issue of Income Receipt;

Here you should select "add another agreement" and enter the requested data;

After recording the "*minimum contract elements*", you can select the contract on the initial page to issue *electronic rent receipts*.

It should be noted that the introduction of the "*minimum contract elements*" does not give rise to paying of Stamp Duty, since this tax should already have been paid at the time of initial registration.

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