

* Did you know...?



• The post of syndic can be exerted or not by an owner, who will be elected for a period of no more than two years and allowed to be re-elected, whose reports will be evaluated by the audit committee, composed by three members, elected in the general meeting.

• The constitutional instrument of the condominium, called condominium convention, must be registered in the Real Estate Registry Office of the place, in order to have validity against third parties (art. 1.333, of the Civil Code; art 9º, § 1º, of Law N. 4.591/64). Optionally, it can be also registered in a Titles and Documents Registry Office, in order to be granted conservation end and perpetuity, according to art. 127, VII, of Law N. 6.015/73.

• Condominium meetings can be: ordinary, usually annual, when its goal is the approval of the budget, the owners' contributions, the accounting report and the making of decisions able to compel all of the owners, whether present or absent to the meeting (24, § 1st, of Law N. 4.591/64); or extraordinary – convoked by the syndic or by the owners, since they total one fourth, at least, of the condominium, whenever general interests are at stake (art. 25, of the Law n.4.591/64; art. 1.355, of the Civil Code).

4 Where should i register it?

DOCUMENT REGISTRY CENTRAL OFFICE

Rua do Carmo, 57 / Térreo (groundfloor)
Centro (Downtown) - Rio de Janeiro / RJ
Telephone number: (21) 3852-6641
Site: www.cerd-rj.com.br

ANY DOUBT? CONTACT US!

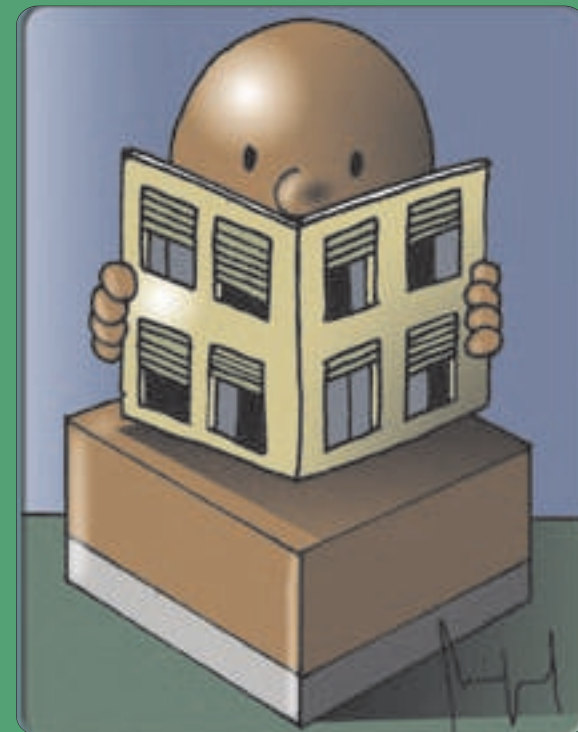
5th Titles and Documents Registry Office

Officer: Durval Hale
e-mail: 5trdrj@mundivox.com.br
Telephone: (21) 2507-5197

6th Titles and Documents Registry Office

Officer: Sônia Maria Andrade dos Santos
E-mail: oficiala@6trd-rj.com.br
Telephone number: (21) 2233-7878

Register your ::: DOCUMENTS



CONDOMINIUM MEETING MINUTE

NON-AUTHORIZED SALE

SUPPORT:



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① What does it consist of?

Condominium meeting minute is the document that tells what was discussed and decided - or not - in an assembly carried out by condominium owners: extraordinary expenses payment, election or re-election of a syndic, structural renovations and all the other decisions taken by the group.

The condominium meeting minute must be taken in a book created especially for that purpose and subsequently registered in a Titles and Documents Registry Office, in order to guarantee its legal validity consequences and to give publicity to the agreements made.

The condominium meeting minute aims at defending the interests of the majority of the dwellers of a building or residential condo. The assembly carried out by the unit owners is their optimum decision making instrument, and must have the presence of at least 2/3 of the debtless unit holders.

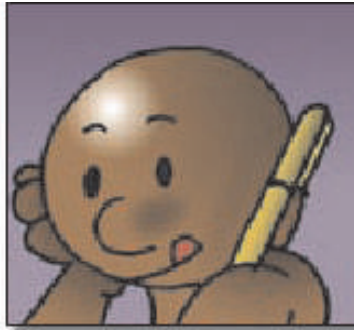
According to the Brazilian legislation, a condominium meeting minute needs to include: date, hour and place of the meeting, name and address of the represented condominium, owners chosen to sign it and norms defined in the meeting.

Each and every decision registered in the minute is legal – including the destitution of any of the condominium board members. It is the regulation instituted in the condominium meetings that guarantees harmonical relations among the dwellers.

② Why should it be registered?

Because the registration of the condominium meeting minute in a Titles and Documents Registry Office is necessary and mandatory, so as to have the deliberations it contains be granted validity against third parties, giving them publicity, besides ensuring the document's conservation ad infinitum. In case of theft, loss or damage of the condominium meeting minute, request a certificate, which will have the same legal value of the original document, before any court instance or tribunal.

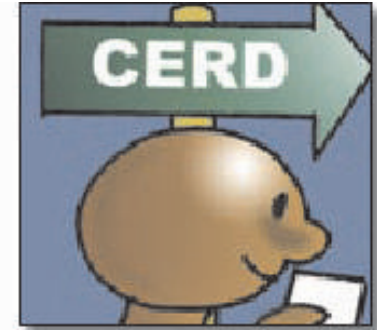
③ How can i register it?



1st STEP:
When the general condominium meeting is over, make a summary of what has been decided;



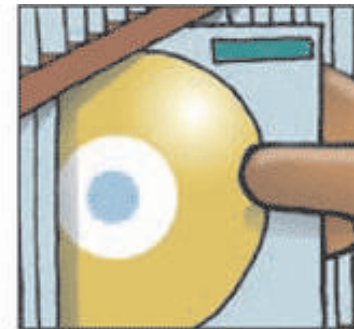
2nd STEP:
Write the condominium general meeting minute, which must be signed by the president of the board and/or by his Secretary;



3rd STEP:
Take the original condominium meeting minute and at least one copy of it to the Central de Registro de Documentos (Document Registration Central) – CERD, and present them in the Attendance Sector;



4th STEP:
Pay for the registration according to the table of fees established by Directorate-General of Justice of the State of Rio De Janeiro;



5th STEP:
The document is sent to one of the six Registry Offices, where it will be stamped, sealed, signed and filed in microfilm and/or DVD;



6th STEP:
Pick up your condominium meeting minute, duly registered, at the Devolution Sector of CERD. It will be available within 24 hours.