

A foreign owner's year, month by month

No single step is hard. What is hard is remembering all of them at once from another country.

1 · The papers to gather first

Get everything together before you start. Almost every step in this guide stops dead for one missing document, and starting again costs more than waiting a day.

- A written list of everything that has a date: IBI, refuse, the owners' meeting, the ITV, the insurance, the bank certificate.
- The latest bill for each, which is where the real date is written.
- The email and postal address each body holds for you, checked one by one.
- Your phone calendar, with alarms and not notes: a note does not ring.
- A single place where you keep receipts, with the year in the file name.

2 · The order to do things in

- 1 Write the list once. Almost nobody has it, which is why something different is missed every year.
- 2 Put the fixed dates in first: the voluntary payment period for IBI and refuse in your municipality, and your community's annual ordinary meeting, which the law requires to be called once a year.
- 3 Add the moving dates, the ones that depend on you: the ITV according to the car's age, the home insurance, the bank's non-residence certificate.
- 4 Set two alarms per date: one a month before, one in the week itself.
- 5 At the end of the year, file the receipts together. The next year starts with that folder open.

3 · The mistakes we see again and again

- Relying on direct debits for everything. A debited bill can bounce, and nobody calls you.
- Having the closed house's postal address on file at three different bodies. The notice arrives and nobody opens it.
- Writing dates in a note with no alarm. A note does not ring.
- Forgetting that the surcharge starts the day after the voluntary period ends, not months later.
- Keeping receipts in your inbox. The day one is needed, nobody finds it.

4 · Where you can check it yourself

Official pages, checked on 22/09/2026. The administration changes its screens without warning: if something does not match, the official source wins, not this guide.

■ **Suma Gestión Tributaria, periodo de pago voluntario (provincia de Alicante)**

<https://www.suma.es/periodo-pago-voluntario>

■ **Suma Gestión Tributaria, el recibo en vía ejecutiva**

<https://www.suma.es/pago-ejecutiva>

■ **Ley 49/1960 de Propiedad Horizontal, la junta ordinaria anual**

<https://www.boe.es/buscar/act.php?id=BOE-A-1960-10906>

■ **Real Decreto 920/2017, periodicidad de la inspección técnica de vehículos**

<https://www.boe.es/buscar/act.php?id=BOE-A-2017-12841>

If you would rather we did it

€290 a year post, calendar, bills watched and priority

€490 a year the same, plus the house visited and small interventions

The plan is not insurance and does not cover fees, taxes or a third party's charges. It does not include the big files, which are charged separately with the price given beforehand. We are not a gestoría or tax advisers: we keep the calendar and the post, and we warn you in time.

A question? One message is enough

Write to us on WhatsApp at **+34 613 13 87 84** (wa.me/34613138784) and a person answers.
Asking costs nothing and commits you to nothing.

Information guide, not legal or tax advice. contact@holaowners.com · holaowners.com