

The official post of your home in Spain

Who writes to you, what carries a deadline, and how to set up a circuit that works from abroad.

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.

- The address of the property exactly as it appears in the Cadastre and on the IBI bill, letter by letter. A misspelt address is a letter that never arrives.
- Your NIE: it heads almost every official letter, and without it you cannot identify yourself on any government site.
- The cadastral reference, which appears on the IBI bill and on the Cadastre's electronic office.
- The details of your community administrator and your insurer, with an email address somebody actually reads.
- If you have them, your Cl@ve or your digital certificate: tax notifications live there, not in the letterbox by the door.

2 · The order to do things in

- 1 List who really writes to you: the town hall, the tax collection body (in Alicante province, Suma), the Tax Agency, the owners' community, your insurer and the utility companies.
- 2 Check what address each of them holds for you, and change it where needed. Changing it with one does not change it with the others.
- 3 Check whether you are signed up, by choice or by obligation, for electronic notifications: if you are, the letter does not come on paper.
- 4 Put the year's voluntary payment periods in your calendar; the collection body publishes them on its website.
- 5 Decide who opens the physical letterbox, how often, and exactly what they do with an envelope that carries a deadline.
- 6 For registered post and notifications handed over in person, prepare a written authorisation or a power of attorney: without one of the two, nobody can collect them in your name.

3 · The mistakes we see again and again

- Letting the letterbox fill up. A registered-post notice nobody collects goes back to the sender, and the deadline keeps running anyway.
- Mixing up tax domicile and postal address: they are two different things and are changed separately.

- Assuming that nothing in the letterbox means nothing pending. An electronic notification takes effect whether you open it or not.
- Finding the IBI bill once the voluntary period has closed: from then on it is paid with a surcharge.
- Having bills debited from an account you barely use and that may run out of funds.

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.

- **Agencia Tributaria, notificaciones electrónicas**

<https://sede.agenciatributaria.gob.es/Sede/procedimientoini/ZN01.shtml>

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

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

- **Suma Gestión Tributaria, pago en vía ejecutiva y recargos**

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

- **Sede Electrónica del Catastro**

<https://www.sedecatastro.gob.es/>

If you would rather we did it

€19 a month no tie-in, unlimited ordinary mail

€190 a year the same service, twelve months for the price of ten

We open, we scan and we explain in two lines what has arrived. We do not open personal mail unless you ask us to, and we do not collect registered items without your written authorisation: a power of attorney is done before a notary or through a gestoría, and that is no longer us.

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