MUNDO URBANO

REQUIREMENTS CHECKLIST · LEASING

Landlord documents

To lease your property · individual or company

With these documents we prepare the marketing of your property and, once there is a tenant, the lease with the legal lease policy. Send everything as legible PDF files.

THE OWNER

- [ ] **Valid official ID** (INE or passport).
- [ ] **Proof of address** of the property to be leased.
- [ ] **Email and mobile** for notices.
- [ ] **Tax status certificate** (Constancia de Situación Fiscal), current.
- [ ] **Account for rent payments:** bank account cover page in the owner's name. For security, handwritten numbers or numbers sent in messages are not accepted.
- [ ] **Landlord application** for the legal lease policy, filled in and signed (downloadable form, in Spanish).

THE PROPERTY

- [ ] **Deed or title** with Public Registry recording stamps.
- [ ] **Utilities paid up to date** at handover: water, electricity, gas and internet, as well as maintenance fees.

IF THE OWNER IS A COMPANY

- [ ] **Articles of incorporation** with Public Registry recording stamps.
- [ ] **Notarized power of attorney** of the legal representative and the representative's official ID.

> The legal lease policy also validates the owner, so the tenant has certainty that whoever leases is the owner or is authorized to do so.
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> If the property has several owners or is in probate, let us know from the start so we can review who must sign.

If you have questions about any document, your agent is with you throughout the process.