MUNDO URBANO

REQUIREMENTS CHECKLIST · BUYING AND SELLING

Seller documents

Individual · at the end, what is added for a company

With these documents we review the transaction from the start and coordinate with the notary so the closing moves forward without setbacks. Send everything as legible PDF files.

THE OWNER

- [ ] **Two valid official IDs** (INE, passport).
- [ ] **Birth certificate.**
- [ ] **Marriage or divorce certificate**, if applicable.
- [ ] **CURP and current tax status certificate** (Constancia de Situación Fiscal).
- [ ] **Bank account cover page** of the account where you will receive payment. For security, handwritten numbers or numbers sent in messages are not accepted.
- [ ] **Personal information form**, filled in (downloadable).
- [ ] **Email, mobile and address** for notices.

THE PROPERTY

- [ ] **Title deed.**
- [ ] **Deed of mortgage cancellation**, if applicable.
- [ ] **Current property tax bill.**
- [ ] **Current water bill** and its proof of payment.
- [ ] **Floor plans** of the property.
- [ ] **XML of the purchase invoice**, if you bought after 2013.

UTILITIES

- [ ] **Latest electricity bill** (CFE) and its proof of payment.
- [ ] **Latest gas bill** and its proof of payment.
- [ ] **Letter of no outstanding maintenance fees** (issued by the building administration).
- [ ] **Condominium bylaws or regime** (provided by the administration).

IF THE SELLER IS A COMPANY

- [ ] **Articles of incorporation** and powers of attorney of the legal representative.
- [ ] **Two IDs** of the legal representative, their CURP and proof of address.
- [ ] **Tax status certificate** and proof of address of the company.

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> To exempt part of the income tax (ISR), you must not have sold another primary residence in the last 3 years and you need proof of tax address with your name, RFC and the full address of the property (for example, a bank or store credit card statement, a CFE or Telmex bill, or your INE). Your notary will confirm what applies in your case.
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> For companies, the owner's personal documents are omitted; the property and utility documents remain.

The notary may request additional documents depending on the transaction. Your agent is with you through signing and handover.