MUNDO URBANO

REQUIREMENTS CHECKLIST · LEASING

Tenant · Company

Company with a legal lease policy · also applies to a company acting as co-signer

When the party renting, or the party backing the lease as co-signer, is a company, the background check reviews its legal, tax and financial capacity. Send every document as a complete PDF.

THE COMPANY

- [ ] **Articles of incorporation** with Public Registry recording stamps.
- [ ] **Tax status certificate** (Constancia de Situación Fiscal), current, and proof of tax address.
- [ ] **Proof of income:** last 3 financial statements, last 3 provisional or annual tax returns, and complete bank statements covering at least 3 times the rent. Publicly listed companies do not submit bank statements.

THE LEGAL REPRESENTATIVE

- [ ] **Notarized power of attorney** with administrative powers.
- [ ] **Valid official ID.** If a foreign national, their immigration document.
- [ ] **Email and phone** of the representative or of the contact person during the lease.

THE OCCUPANT (IF APPLICABLE)

- [ ] **Valid official ID.**
- [ ] **Employment letter** confirming they work for the company.

POLICY FORMS

- [ ] **Lease application for companies**, filled in and signed by the legal representative (form in Spanish).
- [ ] **Credit bureau authorization**, signed by the legal representative; the original is handed over on signing day.
- [ ] **Background check advance for the policy: $1,000 MXN**, deducted from the total cost. Confirm with your agent before depositing.

> The legal representative signs the lease and the applications.
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> Depending on the profile or the report, additional documents may be requested.

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