MUNDO URBANO

REQUIREMENTS CHECKLIST · LEASING

# Tenant · Individual

With a legal lease policy

This is the base documentation to start the legal lease policy's background check and prepare the lease. Send every document as a complete PDF; screenshots and photos are not accepted.

## PERSONAL DOCUMENTS

- [ ] **Valid official ID** (INE or passport). If you are a foreign national, also your valid immigration document.
- [ ] **Tax status certificate** (Constancia de Situación Fiscal), issued within the last month.

## INCOME AND ACTIVITY

- [ ] **Proof of income for the last 3 months:** payslips with QR code or SAT stamp, or complete bank statements. They must cover at least 3 times the rent.
- [ ] **Employment contract or letter** from the company where you work. If you are a partner in a company, the articles of incorporation showing you as such; if you are self-employed, evidence of that activity.

## POLICY FORMS

- [ ] **Lease application**, filled in and signed (downloadable form, in Spanish).
- [ ] **Credit bureau authorization**, signed exactly as on your ID and scanned; the original is handed over on signing day. You may also share your full credit bureau report, less than one month old.
- [ ] **Background check advance for the policy: $1,000 MXN**, deducted from the total cost when the policy is paid. Confirm with your agent before depositing.

> Depending on your profile or the policy's report, additional documents may be requested; you will be informed in time.
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> The total cost of the policy is paid by the tenant and settled on the day the lease is signed.

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