

REQUIREMENTS TO LIST PROPERTY

DOCUMENTS:

- PROPERTY DEED WITH BOLETA REGISTRAL
- CFDI (If the property was deeded after 2014, it has CFDI)
- CONDO REGIME WITH BOLETA REGISTRAL (If applicable)
- PREDIAL (RECEIPT OF THE YEAR IN COURSE) (Verify the name in the predial tax receipt coincide with the seller's name, if not change it)
- TWO GOVERNMENT ISSUED PHOTO ID'S PER SELLER (Passport, INE, Driver's license)
- MARRIAGE CERTIFICATE (if applicable)
- SEAPAL NO DEBT LETTER (if applicable)
- PROOF OF ADDRESS (no older than 60 days)

INFORMATION FROM THE CLIENTS AND FOR THE LISTING:

- CLIENT'S EMAIL
- ACTUAL ADDRESS
- SALES PRICE
- COMMISSION %
- VALIDITY OF THE CONTRACT
- SOLAR PANELS (If it has solar panels, we're going to need the contract and all documents related)
- RFC AND/OR CURP (Constancia de Situación Fiscal)

IF IT'S SOLD BY A COMPANY:

- ACTA CONSTITUTIVA
- POWER OF ATTORNEY (If applicable)
- RFC IF MEXICAN

COMPANY INFORMATION - please consult with admins:

- EMAIL (S) FROM SELLER(S)
- ACTUAL ADDRESS FROM SELLER(S)
- COMMISSION PERCENTAGE
- PROPERTY SALES PRICE
- VALIDITY OF THE CONTRACT (6/8/12 MONTHS)
- INITIAL DATE OF THE CONTRACT
- DESCRIPTION FROM THE PROPERTY FOR FLEX (THIS HAS TO BE A DESCRIPTION INCLUDING # OF BEDROOMS, BATHROOMS, IF IT HAS PARKING, POOL, AMMENITIES, ETC., ALL THE RELEVANT THINGS)
- CONSTANCIA DE SITUACION FISCAL (CSF) (IF APPLICABLE)

If the property is a:

LAND LOT:

- Copy of the public deed of the property subject matter of the sale with the registered data;
- Copy of the property tax receipt;
- Copy of the official identification of the owner;
- In the event of being married, approval from the spouse or, copy of the marriage

certificate which shows separate property marital regime.

- Copy of the layout or footprint.
- Feasibility of Construction and Zoning
- Proof of service Letter
- Survey (especially with lots, it is great to provide a Buyer with a topographical survey of the property if possible)

CONDOMINIUM – STATE OF JALISCO

- Copy of the public deed of the property subject matter of the sale with the recorded data or, a copy of the condominium property regimen with the registration data;
- Copy of the property tax receipt.
- Copy of the official identification of the owner.
- In the event of being married, approval from the spouse or, copy of the marriage certificate which shows separate property marital regime.
- Proof issued by the condominium administration that the unit does not have pending condominium debts. This document will be delivered up to the date of the granting and signing of the definitive public deed of transferring rights to the buyer.
- The condo regime, by laws, and last three years of HOA meeting minutes.

RESIDENTIAL HOME:

- Copy of the public deed of the property subject matter of the transaction with the registration data;
- Copy of the property tax receipt;
- Copy of the official identification of the owner; and
- In the event of being married, approval from the spouse or, copy of the marriage certificate that shows a separation of property marital regime;
- Manifestation de Construction.

CONDOMINIUM – STATE OF NAYARIT

- Copy of the public deed of the property subject matter of the sale with the public registration information or, in case a title deed has not been issued, a copy of the condominium property regime with the registration information;
- In case there's no Title deed on the property, subject of the sale, a copy of the habitability certificate issued by the corresponding municipally authority;
- Copy of the latest property tax payment receipt;
- Copy of the official identification of the owner;
- In the event of being married, approval from the spouse or, a copy of the marriage certificate which shows separate property marital regime.
- Proof issued by the condominium administration that the unit does not have pending condominium debts. This document will be delivered up to the date of the granting and signing of the definitive public deed of transferring rights to the buyer.
- The condo regime, by laws, and last three years of HOA meeting minutes.

TO TRANSFER A BUSINESS

- Copy of the property tax payment of the current calendar year
- Copy of the official identification of the owner of the real estate and the owner of the business opportunity
- Copy of the real estate lease where the business is located
- Copy of all licenses and business permits
- Listing agreement specifying Statement A, Option 5 (Owner of the business) complete (Admin's job)