

SELLER RESALE process step by step

1. Create digital file on the sever in Active Listings - D:\SynologyDrive\1Sales\1Active Listings, and physical file

2. Listing Agreement

-Ask seller for passport, original deed, CFDI on properties deeded 2014 and later (check email from notary/developer/Mexican company), boleta registral, condo regime with boleta registral, POA?

3. Personalize “Property Inventory List” and “Property Disclosure Statement” documents from the listing package on the server - D:\SynologyDrive\3 Listing Package.

4. Capital Gain Tax Estimation

-Residency card, 6 months of CFE and Telmex bills with accurate seller’s name and address, RFC, Constancia de Situacion Fiscal (Active, Updated, “Con Obligaciones Fiscales”, if they are foreigners, it must be a different address than the property being listed). Send email to the closing attorney with full deed attached, estimated sales price, commission percentage, and type of CGT calculation requested (regular/strategy/exemption).

5. Flex Upload

-Provide executed listing agreement, Deed pages 1-8 (legal description and clave catastral), boleta registral, predial to the agent.

6. Begin Due Diligence

-Gather Condo Documents (Need Admin’s contact info)

- condo Regime and Bylaws
- 2 years of HOA minutes and financials
- current budget
- HOA explanation letter
- Create inventory documents
- ask for rental history from seller, and if there are any future rentals to be aware of for showings/escrow period/closings
- ask if there are employees at the property (maid, pool, gardener, property manager)

7. Accepted Offer-Opening Escrow

- Buyer’s agent opens escrow. We help get it signed by the seller, and send it to buyer’s agent fully executed.

8. CLOSING Process:

- Receive escrow deposit receipt
- Initial client email: get documents for notary file, make sure they are coming physically to closing,
 - 2 forms of ID (passport foreigners always, Mexicans INE and DL or INE and PP)

- birth certificate
- marriage certificate (if applicable)
- Mexicans: RFC, CURP, Constancia de Situacion Fiscal updated within last month.
- SSN/SIN Card or Tax return (document where SSN is shown) All foreigners
- 1 proof of address per seller. Must be full-page electricity, water, gas, bank statement (no internet bill)
- "General Information Form" on the server. Email to seller so they can print, fill it out in ink, sign, and scan back.