

## **OWNERS:**

### **REQUIRED DOCUMENTS TO RENT YOUR PROPERTY:**

**Copies of the following documents will be required to market your property:**

- Intermediary authorization/exclusive signed by the house owner.
- Deed of Property
- House drawn plan

During the marketing process the owner should provide:

- Current Certificate of Occupancy (our company can arrange this if you do not have it)
- Current Energy Certificate (our company can arrange this if you do not have it)

The following documents will be requested upon rental agreement signature:

- Copies of the last utility bills.
- Current Electrical Installation Certificate (if change of electric power supply ownership needs to be done)

### **HOUSE RENTAL MANAGEMENT:**

We can assume management responsibility of the rental property. This includes taking care of incidental issues the tenant might have. We will evaluate the problem, detect the cause, and determine imputability and provide a solution.

In order to provide this service, we must have the following information:

Insurance company contact details

Tenant contact details and copies of the rental agreement

Gas Counter Bill (previous month of tenancy)

Air-conditioning Bill (previous month of tenancy)

**\*\* Management of the property does not include:**

- Assisting with the homeowner's meetings
- Payment of community expenses, real property taxes or other taxes.