

# SELLERS PAPERWORK

## ID

This would include for Mexicans IFE or passport, for foreigners it basically includes only the passport.

## SIGNED LISTING AGREEMENT

A signed exclusive listing agreement with an agent. Keep in mind. Signing an exclusive listing agreement with an agent does not limit you to only the clients (buyers) of agents who work for that agency. For example, I show properties represented by all major agencies to my clients - and agents from pretty much all agencies can show mine as well.

## DEED OR FIDEICOMISO ESCRITURA

With the stamp of the notary on the pages. The address or name on the deed needs to match what is on your phone or electric bill. Exactly, be sure to check.

## CAPITAL GAINS ESTIMATE

During our consultation, we can sit down and go over how to save you money on capital gains. 1. You pay 28% to 30%\* of the net profit. (There are a variety of deductions included in this option.) 2. You pay 25%\* of the gross sales amount with no deductions. Although a 28% to 30% capital gains tax may seem high, Mexico does have several laws and procedures that will assist you in maximizing your cost basis, thereby reducing your net profit and potentially lowering your capital gains.

## PROPERTY TAX STATEMENT OR ULTIMO PAGO PREDIAL

Property taxes are paid on an annual basis These are due by April of each year. Most states in Mexico give incentives for early payments with discounts such as 25% if paid in December, 15% if paid in January, 10% if paid in February for example The Mexican notary public will require the copy of the last property tax receipt which should correspond to the present year of the sale of the property.

## PROPERTY DISCLOSER STATEMENT

START BY DOING WHAT'S NECESSARY; THEN DO WHAT'S POSSIBLE; AND  
SUDDENLY YOU ARE DOING THE IMPOSSIBLE. ~ FRANCIS OF ASSISI

# SELLERS PAPERWORK 2

---

## COPY OF PROPERT RENTAL INCOME

Property rental income. If you actively rent your property, it's helpful to inform your agent of your rental rates. This helps sell your property. The agent can convey that information to any prospective buyers who are considering the property as a potential rental property.

## SIX MONTHS UTILITIES

Make sure the name matches the name on the deed. Make sure before you sell these are paid and up to date.

## CONDO DOCUMENTS

A copy of condo documents for the past couple of years. It's true that not all agencies require that the agents have the condominium documents on-hand when they list a property. Deals sometimes, rarely, but it happens, fall apart due to information within or not within the condominium documents. Puerto Vallarta Realtors likes to have a copy so the sale goes smoothy.

## RECIEPTS OR FACTURAS

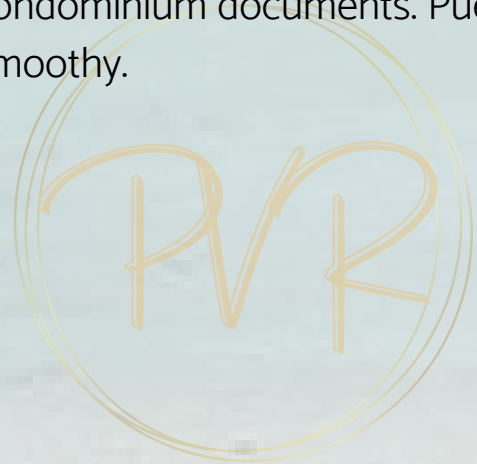
These could help you save money on capital gains. You can deduct the costs of any capital improvements (e.g. building extensions, new flooring, swimming pools, new rooms) while you owned the property, as well as some closing costs commonly incurred when purchasing a home. You need official receipts know as Facturas. Puerto Vallarta Realtors can go over this in our consultation.

## CADASTRAL CERTIFICATE OR CEDULA CATASTRAL

This document basically lists the size of the property, the government assessed value of the land and building for the basis of the annual property tax, and other information regarding the property.

## INVENTORY INCLUSIONS OR EXCLUSIONS

What you want included or not included in the sale. In most cases appliances, window coverings and fixtures are included and, in our resort/second-home market, often properties are sold with furniture and other contents. A detailed inventory list should be agreed upon in writing between buyers and sellers to avoid any misunderstandings. This is often done using a photo inventory.



IT LOOKS LIKE A MORE IMPOSING LIST THAN IT IS.  
WE WILL WALK YOU THRU THIS PROCESS.