

S/N	Documents for the Submission of a Leasing Application	Self-Employed	Private Business	Private Company	GP - LP Civil Company	LLC	SA
1a	Offer or Proforma by Supplier(s)	✓	✓	✓	✓	✓	✓
1b	Building permit - Views - Sections - Floor plan - Topographical Chart - Coverage Chart (stamped by the Urban Planning Department) - Incorporation of horizontal property - Co-ownership Regulation	✓	✓	✓	✓	✓	✓
	For properties: Legally certified, 20-year Ownership Titles with the land registry certificates (Encumbrances - Ownership - no-claim transfer), Tax and Insurance clearance certificated for the vendor and leasing tenant	✓	✓	✓	✓	✓	✓
2	Copy of Tax Office form (E9) (Statement of property)	✓	✓				
3	Copy of the company's real estate declaration			✓	✓	✓	✓
4	If guarantors are required: Photocopy identity cards, Copy of Tax Office form (E9), Copies of Tax Office clearance slips for the last three (3) years	✓	✓	✓	✓	✓	✓
5	Photocopy of identity card	✓	✓				
5a	Photocopy of the partners' identity cards and the Administrator in the case of a L.L.C.			✓	✓	✓	
5b	Photocopy of identity card of the principal shareholders and their legal representatives	✓					✓
6	Copies of detailed income tax details or Tax Office clearance slips for the last three (3) years	✓	✓	✓	✓		
7	Copies of periodic VAT returns for the current year		✓	✓	✓		
8	Published Balance Sheets for the last three years together with the Notes and the recent balance (for GP, LP, Civil company when category C commercial books are kept)			✓	✓	✓	✓
9	Feasibility study for startup business		✓	✓	✓	✓	✓
10	Certificate issued by the social security authorities attesting that the obligations relating to social security have been fulfilled	✓	✓	✓	✓	✓	✓

NOTES:

- Documents numbered 8 and 9 must be stamped and signed by the company's legal representative.
- For the signing of the contract a full range of validated legal documents are required and for the self-employed a business commencement declaration.