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**SUBJECT:**

**Requirements for lease contracts.**

**1.- Documentation required from the lessor:**

- If it is a legal entity, copy of the constitutive document, of the act where the last modification to the administration regime is recorded, of the act where the current board of directors is evidenced and of the representative's identification card; if it is a natural person, copy of the identification card;
- Copy of the Taxpayer Identification Number;
- Copy of the property ownership document;
- E-mail address and telephone number.

**2.- Documentation required from the lessee:**

- If it is a legal entity, copy of the constitutive document, of the act where the last modification to the administration regime is recorded, of the act where the current board of directors is evidenced and of the representative's identification card; if it is a natural person, copy of the identification card;
- Copy of the Taxpayer Identification Number;
- E-mail address and telephone number.

**3.- Information to be provided:**

- Use of the property (commercial, office, storage) and its value.
- State the fee calculation method or its amount, as the case requires;
- Contract duration;
- Type of guarantee (deposit or bond);
- Payment method;
- Name of store, if commercial;
- Activity to be carried out in the commercial premises;
- State whether insurance will be required of the lessee;
- Indicate any requirements or conditions that have been negotiated (e.g. repairs, expenses, inventory).