

Steps it takes to rent a house in Lake Chapala & Ajijic

Once you have found the home you want to rent there are certain requirements and steps that need to be met and done for proceeding with renting the home you like. Below we are going to list the requirements and standard step by step procedure it takes to get started.

Please keep in mind that rental agencies and private owners rent differently, starting with the lease agreement. The steps below common steps required by most rental agencies in the Lake Chapala area.

STEP 1: Reserving the house and leaving a deposit

- Leaving a deposit: In order for the rental agency to get started with the paperwork and lease agreement, they need to secure the rental by receiving a deposit (*which holds the house*), that is equal to one month's rent. Along with the deposit a document is signed between the agency and renter, which gives the renter assurance the property is reserved and the agency assurance that the property is committed. Once the deposit is left, the home will be taken off the rental market and the process begins. If for any reason the renter prior to leaving the deposit and signing the deposit document decides he no longer wants to rent the house, they automatically lose the deposit they left and the house is put back on the rental market.

STEP 2: Filling out the information checklist.

- Checklist: Once the deposit is left and the house is reserved, you will be sent a checklist that asks basic information needed to fill in the lease agreement (*Full name, contact information, reference contacts etc..*)
- Identifications: Passports or immigration form (*Tourist visa, visa permanent or visa temporal*) will be required.
- References: You will need to provide two references of people who know you. They are usually contacted by email by the rental agency

STEP 3: Filling out the lease agreement

- Once the checklist is completed and sent back to the agency, the information is used to fill out the lease agreement.
- The lease will list all information of both parties, clauses, deposits left, rental amount, rental dates and what each party is responsible for.
- An annex to the lease agreement which lists the house inventory will be provided by the owner and signed along with the lease agreement. This annex will list all furniture, appliances and items in the house.
- Once the lease agreement is filled out with all necessary information, a copy will be sent to the owner and tenant for their review.
- If both tenant and owner agree on all the terms, they will be asked to sign the lease at a given date.

STEP 4: Moving in the house and checking inventory

- After the lease has been signed, the keys to the home will be delivered on the entry date specified on the lease.
- Usually both parties meet at the home where they do a walk through, reviewing the inventory and once complete handing over the keys from owner to tenant.