

Document Checklist

Long-term rental · Casa Escazú, San José, Costa Rica

This checklist shows which documents prospective tenants provide for a long-term lease (Law 7527, standard term 3 years). Complete files speed up approval considerably.

1 · Identity & residency

- ☐ Passport (photo page) or cédula – every adult tenant
- ☐ DIMEX / residency status or entry stamp, if available
- ☐ Current address, phone number and e-mail

2 · Income & solvency

- ☐ Proof of income: last 3 payslips or employment contract
- ☐ Self-employed: tax return or accountant letter (contador público)
- ☐ Bank statements of the last 3 months (balances may be redacted)
- ☐ Remote workers / retirees: contract or pension statement

3 · References

- ☐ Reference from previous landlord (contact + short confirmation)
- ☐ Employer letter (position, start date, duration)
- ☐ Optional: guarantor / fiador with own proof of income

4 · Corporate lease (if applicable)

- ☐ Cédula jurídica of the company
- ☐ Personería jurídica (issued within the last 30 days)
- ☐ ID of the authorised signatory

5 · Contract & payment

- ☐ Signed lease agreement (bilingual ES/EN possible)
- ☐ Security deposit: 1 month's rent (customary in Costa Rica)
- ☐ First month's rent before handover of keys
- ☐ Payment exclusively by bank transfer or notary escrow

6 · Handover & utilities

- ☐ Handover protocol with photo inventory (signed by both parties)
- ☐ Meter readings for electricity (ICE/CNFL) and water (AyA)
- ☐ Transfer or registration of internet / cable
- ☐ Tenant's contents insurance (recommended)
- ☐ Agreement on pets, garden care and caretaker service

Note: this list is a service overview, not legal advice. The lease is reviewed by a lawyer/notary licensed in Costa Rica.