

## **Documents Required for the Recognition of Tenants in Commercial Properties** **(Commercial Rent)**

- A letter addressed to the **Lands Authority – Legal Department** whereby requesting recognition as tenant of the Commercial Property. Tenant’s mobile number and email address should be included in order to receive relative correspondence, including invoices issued by the Authority;
- In the case of request resulting after the demise of the tenant, a copy of the testamentary searches including those from the Public Registry and the Civil Court of Voluntary jurisdiction, a copy of the will and the causa mortis have to be provided. A declaration from a Notary enlisting heirs should also be included also indicating any heirs who have any rights to operate from the Commercial property according to the Civil Code;
- In the case of commercial companies, a copy of the Memorandum and Articles of Association;
- In the case of separated spouses, one has to submit an extract of the deed of separation or of the decree regulating the transfer of the tenancy of the property in question;
- A copy of the last receipt payable to the Lands Authority;
- A copy of the original lease agreement;
- Signed declaration form (available from the Authority’s website)