



# NOTARIES

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REAL ESTATE LAW FIRM

We are a law firm specializing in providing legal services in the Riviera Maya. Our team of experts has extensive experience in real estate, corporate, and tax law. We represent notaries conducting real estate operations in Quintana Roo





# WHY CHOOSE US?



## EXPERIENCE

We have extensive experience in real estate transactions in the Riviera Maya.



## TRUST

We guarantee transparency, communication and total commitment to our clients.



## EFFICIENCY

We provide customized and efficient solutions to our clients' needs.



## SAFETY

We provide the confidence of knowing that your transactions will be safe.

# SERVICES



## Public Registry

- First Precautionary Notice
- Second Precautionary Notice
- Registration of Title Deeds
- Registration of Legal Documents
- Certificate of Lien
- Registration of Legal Entities
- Consultation of Public Information



## Documents for Title Deeds

- Cadastral Certificate
- Certificate of No Property Tax Debt
- Certificate of No Lien
- Certificate of No Outstanding Water Service Debt
- Certificate of No Outstanding Public Works Debt
- Certificate of No Outstanding HOA Fees
- Certificate of No Outstanding ZOFEMAT Fees



## Taxes & Duties

- Declaration for the Payment of Property Acquisition Tax
- Calculation of Taxes and Fees
- Payment Management
- Change of Ownership

In the state of Quintana Roo, the Public Property Registry mandates the registration of all agreements and contracts related to the acquisition, transfer, modification, or termination of real estate ownership. For the proper registration of a public instrument, the following points should be considered:

## 1. First Precautionary Notice

The Notary Public formalizing an act affecting real estate must submit a First Precautionary Notice for the intended action. This notice should include details of the transaction, the property in question, the names of the parties involved, and the relevant registration history. The primary purpose of this notice is to establish priority over property rights, as priority is directly linked to the date of receipt of the notice. The First Precautionary Notice is valid for 30 calendar days from the date of submission.

## 2. Second Precautionary Notice

Upon signing the relevant public title deed, the Notary Public must issue a Second Precautionary Notice within 48 hours. This notice should reference the details of the First Precautionary Notice, as well as include the date and number of the title deed. The Second Precautionary Notice remains valid for 90 calendar days from its submission, within which period the registration process for the title deed must be initiated.

## 3. Registration of Title Deeds

The registration process involves submitting the title deed documents and paying the applicable fees, which will generate a receipt. The registration office will then review the submitted information, verify the background, and evaluate the registration request. Finally, a registration certificate for the title deed will be issued.

## 4. Registration of Legal Transactions

Various legal transactions affecting real estate can be registered through judicial resolution, such as property acquisition through adverse possession, inheritance succession, or enforcement of a judgment. Additionally, precautionary liens or lawsuits can be recorded, provided that the requirements established by the legislation of the state of Quintana Roo are met and these transactions are eligible for registration under the applicable provisions.

## 5. Certificate of No Liens

To verify that the property is free of liens and domain restrictions, it is essential to obtain the corresponding certificate issued by the Public Property Registry of the state of Quintana Roo. This certificate should be requested at the office corresponding to the property's location. The standard processing time for this certificate is approximately 15 days, though it can be expedited to 3 days in cases of urgent need.



# *Public Registry*

## **6. Registration of Legal Entities**

In the Legal Entities section of the Public Property Registry, all legal acts related to associations, civil societies, and commercial companies with their registered office in the state of Quintana Roo can be recorded.

## **7. Consultation of Public Information**

Occasionally, it is necessary to access information from the Public Property Registry system. This can involve searching for properties by their registration folio or by the name of the owner, whether an individual or a legal entity. Additionally, it is possible to verify if there are any liens or encumbrances that may impact the transfer of a property.

## **8. Obtaining Copies**

Requests for simple and/or certified copies of any document in the Public Property Registry can be made as needed. The standard processing time for these copies is approximately 20 days.

# *Documents for Title Deeds*

In the state of Quintana Roo, it is crucial that Title Deeds involving real estate transactions are prepared accurately and in compliance with the relevant legislation. Failure to do so may result in the rejection of the registration with the Public Property Registry. Below, we outline some of the documents that must be included in Title Deeds:

## **1. Cadastral Certificate**

In accordance with Quintana Roo legislation, notaries involved in real estate transactions must ensure that the cadastral certificate is current and include this document in the Title Deed. The cadastral certificate is issued by the Cadastral Department of the municipality where the property is located and is valid for 30 calendar days





# *Documents for Title Deeds*

## **2. Certificate of No Property Tax Debt**

Title Deeds must confirm that the property is up-to-date with its property tax payments. To meet this requirement, the current bimonthly payment receipt and a certificate of no property tax debt must be attached to the Title Deed.

## **3. Certificate of No Outstanding Public Works Contributions**

Notaries are required to verify that public works contribution fees have been paid. If this requirement is not met, notaries will be jointly responsible for the payment of any outstanding fees. To comply with this obligation, it is necessary to make the payment and obtain the corresponding certificate of no outstanding debt. These documents must also be included in the Title Deed.

## 4. Appraisal

It is mandatory to conduct a real estate appraisal by an expert certified by the Government of the State of Quintana Roo or a banking institution. This appraisal is crucial for determining the property acquisition tax.

## 5. Certificate of No Outstanding HOA Fees

For properties within a condominium regime, the Notary Public must request proof from the seller that there are no outstanding maintenance and administration fees. The condominium administrator must issue a certificate of no debt for these fees. This certificate must be included in the Title Deed.

## **6. Certificate of No Debt for ZOFEMAT**

For properties adjacent to the Federal Maritime Terrestrial Zone (ZOFEMAT), it must be verified if they have government authorization. If applicable, a certificate of no debt for ZOFEMAT, along with the payment receipts issued by the corresponding Municipal Treasury, must be included in the Title Deed.

## **7. Certificate of No Water Debt**

According to the legislation of the state of Quintana Roo, Notaries Public are required to request proof that the property is current with its payments for water and sewage services. To do this, a certificate of no debt issued by the Commission of Potable Water and Sewage of the state of Quintana Roo must be obtained. If this requirement is not met, Notaries Public will be jointly responsible for the payment of these fees.

## **1. Declaration for the Payment of Property Acquisition Tax**

The Property Acquisition Tax must be paid within 15 days following the signing of the Title Deed. It is essential to submit the declaration along with the required documents. Subsequently, the Municipal Treasury will issue the determination of the tax to be paid.

## **2. Calculation of Taxes and Fees**

It is important to verify each aspect of real estate transactions in detail, identifying all tax implications and seeking the best strategies. Common taxes include Income Tax (ISR), Value Added Tax (IVA), and Property Acquisition Tax (ISABI).

### **3. Payment Management**

We take care of verifying and managing all payments related to Title Deeds. Our primary goal is to ensure that the payments of contributions, fees, and taxes are fair for our clients.

### **4. Change of Ownership**

It is essential to notify the Cadastral Department of the property transfer. This notification can be made once the Title Deed is registered in the Public Property Registry. Additionally, it is advisable to update the relevant service accounts.



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*Business References*



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WE WILL BE PLEASED TO HELP YOU



Scan the QR Code to contact a lawyer directly.



984 323 5983



[www.wsrcompliance.com](http://www.wsrcompliance.com)



Andador Kaab esq. con Itzamna Lote 115,  
Mz. 026, Local 1 Aldea Zama, C.P. 77760,  
Tulum, Quintana Roo.



# FURTHER SERVICES

REAL ESTATE LAW FIRM



## CORPORATE SERVICES

- Company Incorporation
- Minutes of Shareholders Meetings
- Preparation and Negotiation of Contracts
- Registration of Trademarks
- Notarizations and Attestation
- Operating Licenses

## CONSTRUCTION MANAGEMENT

- Demolition and/or Modification License
- Construction Completion License
- Construction Regularization
- Certificate of Measurements and Boundaries
- Certificate of Land Use
- Water Service Formalities

## ENVIRONMENTAL MANAGEMENT

- License for vegetation removal
- Environmental Impact Studies (SEMARNAT and SEMA)
- Vegetation Characterization
- Technical Justification Study for Change of Land Use
- Territorial Impact Study
- Geohydrological Study
- Construction Regularization (PROFEPA and PPA)

## REAL ESTATE DEVELOPMENT MANAGEMENT

- Merger and Subdivision of Properties
- Authorization of Condominium Property Regime
- Authorization of Subdivisions
- Urbanization License
- Alignment and Official Number Certificate