



Before You Leave Home: Quick Office Checklist

For property owners in Playa del Carmen | Confirm the details for your property before making an office visit.

Office requirements and locations can change. Check the date and official links in the full owner guide, then confirm directly with the office before travelling.

CFE

Confirm: Confirm the exact service issue and which current office or service center handles it.

Bring: ID; property or service address; recent bill or service number; relevant ownership or representation documents.

Language: Spanish; English is not guaranteed.

Aguakan

Confirm: Confirm whether the unit has an individual or master meter and which office handles the procedure.

Bring: ID; proof of ownership; Public Registry record; predial or cadastral information; other documents as applicable.

Language: Spanish; English is not guaranteed.

Catastro

Confirm: Ask the notary whether the change of owner has already been handled.

Bring: Originals and copies of required documents; PDFs on a USB drive labelled with the cadastral key.

Language: Spanish.

Predial / Ingresos

Confirm: Know the cadastral key and the certificate or payment you need.

Bring: ID; property details; applicable receipts and supporting documents.

Language: Spanish.

SAT

Confirm: Book the correct procedure and confirm the office shown in your appointment.

Bring: Appointment confirmation; the exact originals and copies required for that procedure.

Language: Spanish; arrange help if needed.

Condominium administration

Confirm: Ask the building for its owner-registration and move-in requirements.

Bring: ID; proof of ownership or possession as requested; contact details; vehicle information if applicable.

Language: Varies by building.

Before you go: [] Call or check the official website [] Confirm the exact office and procedure [] Bring originals, copies, and a digital backup [] Save your appointment and service numbers

Property / unit: _____ **Office / appointment notes:** _____