

If you are not a holder of an EU passport, please ask in our office as to what the requirements are for your country as the requirements differ greatly from country to country.

## Step 2

Once we have collated all the information and documents that you have supplied, we will then make an arrangement for you to visit the "Oficina de Extranjeros", Foreign office to you and me. TIBC will send a member of staff with you, to act as translator and help you present all the documents. Once you have placed your fingerprint on the card, it is then simply a case of waiting until your card has been digitally produced and returning to the police station to collect it.



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In all cases you must remember that a residencia is only valid for 5 years. You will need to renew it. But TIBC is always on hand to help in the procedure.

For more information on your personal circumstances regarding residencia and its fiscal advantages please ask in our office or email us.



**TIBC**

**Always there when you  
need a  
helping hand.**

**Tenerife International  
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International  
Business Centre  
SL**

## **INFORMATION BOOKLET** **Residents permits**



As with everything in Spain, the key to keep ahead is paperwork.

Some people need a residencia (residents permit) others don't

However, the information given here is of a general nature.

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## Step One:

### NIE NUMBERS

You will either have provided us with a certified copy of your passport and a power of attorney, or you will have visited the police station with us to obtain your NIE number. Everyone who owns anything in Spain, whether it is a house, car, etc, requires this number. It is the key to all things fiscal and all paperwork. It is your ID number.

### Residencias

You've decided that you want to make Tenerife your home, and you want to apply for a residents permit. If you plan to live here and not purchase a property, work here and hold a valid EU passport, then you do not necessarily need a residents permit. However our company still advises that clients should obtain a residencia for the following reasons.

If you are of pensionable age and no longer in employment then by law you are still required to obtain a residencia. However in order to obtain one, you must prove that you are financially capable to maintain yourself and your dependants. For this you will need to import via international banking channels directly into your Spanish bank account the sum of 500 euros per person applying for residencia. You will need to obtain a certificate from your bank worded accordingly.

### You will also need to be covered medically.

- If you are coming to work, you will obtain a Spanish Social Security number, this gives you national health cover and is valid for an application for a residencia.
- If you have come here to retire, you will need to obtain medical cover either by an E121 from your country of origin. Beware, that this removes you from the national health list in your home country, and when you return for a visit, you will need to apply for an E101 from the Spanish Social Security Authorities.
- Private medical cover. This can be from your home country, (not annual travel cover—that is not valid). It needs to be a private policy with worldwide cover, it must then be translated into Spanish officially and you should present it together with proof of your last payment, showing that the insurance is still valid. Or: you can take out a DKV Previaasa policy (see Maribel for details). This policy will be exactly what the officials require to grant your residencia.

### Proof of residence

In Spanish this is called a “certificado de vecindad” or Certificado de residencia” it is not the actual residencia. You will need to visit the local town hall and prove to the authorities that you are who you say you are and you live where you say you live. A word of warning, don't apply for this certificate too early as they are only valid for three months.

### Why should I apply for a residencia:

- Proof of identity
- Mortgage applications—banks normally only grant a 60% mortgage to non residents, but this can increase up to 97% for residents with special circumstances. The norm is 80%.
- You will not be levied the 5% retention tax when selling your property as you have 2 years to reinvest. It is understood that you will need that money to make the reinvestment.
- Use as ID when paying with a credit card. It means that you won't have to carry your original passport around with you everywhere you go.
- Reduced rates on excursions, entrances into theme parks or flights to the mainland.
- It is recognized by everyone.

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