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MANUAL

Registration of Professional Real Estate Agent (Individual) – Guidance guide (RETyS BC)

Purpose: to guide the applicant on **how to prepare and verify** their documentation before uploading it to the platform, in order to reduce observations.

Document control

- **Code:** MAN-INSCRIP-PF-001
- **Version:** v1.0
- **Last update:** 17-Feb-2026
- **Next review:** 17-Aug-2026 (every 6 months)

- **Responsible party:** Coordination of Professional Real Estate Agents

Preliminary considerations

1) Start of the procedure

It is recommended **not to start the registration application** (entry and submission on the platform) until you have **all** the complete and current requirements, since starting without complete documentation may result in closure due to inactivity.

2) Interpretation of validity periods

- **“No older than 3 months”:** the document must have been issued **within the last 3 months**.
- **“2-year document validity”:** the document must be **within the last 2 years**.

Requirements checklist (what to review before uploading)

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Online registration application	—	Enter complete and correct information (RFC, CURP, address, email, etc.)	Incomplete information or entry errors	—
Official photo ID	Current	Legible, complete and current. For foreigners, current immigration document	Blurry, cropped, or expired image	—
Tax Status Certificate (CSF)	≤ 3 months	Status ACTIVE/REACTIVATED ; correct name, RFC and CURP; consistent address	INACTIVE CSF; information does not match; different address; expired	Manual - How to update your address with SAT
Proof of tax address (SAT)	≤ 3 months	Legible; address consistent with CSF/application/PROFECO; may be water, electricity, or landline phone (not mobile phone)	Different address; mobile phone proof; expired	—

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Proof and/or certificate of Course in Real Estate Operations	≤ 2 years	It must have RVOE , minimum duration of 40 hours and 2-year document validity ; legible and under the applicant's name	Does not show RVOE; does not indicate duration; expired; illegible	—
PROFECO Contract	Current	Adhesion contract for “provision of intermediation services for real estate purchase and sale” registered before PROFECO (NOM-247-SE-2021); under the applicant's name (RFC and address)	Different contract; it is not the intermediation contract; address/RFC does not match	Manual - How to obtain a contract in PROFECO (RCAL).
Criminal Record Certificate	≤ 3 months	Current and legible	Expired; illegible	Manual - How to obtain the certificate in ReTys
Photograph (PNG)	—	White background, formal attire, shoulders from clavicle; file PNG	Different background, incorrect cropping, inadequate angle, different format	—

Main address consistency criterion

To reduce rejections due to inconsistencies, the address must be **consistent** across:

- Address entered in the **application**
- Address in **CSF**
- Address in **proof document**
- Address in **PROFECO Contract**

Elements reviewed with greater rigor:

- Street
- Exterior number
- Interior number (if applicable)

- **Postal Code**
- City

Matching criterion (practical)

The aim is **entry as exact as possible**, accepting **reasonable matches** by format, for example:

- Abbreviations (Av./Avenue, Col./Neighborhood, Blvd./Boulevard)
- Uppercase/lowercase
- Accents and signs
- “No.” / “Number”

Recommendation: to avoid observations, enter the address **exactly as it appears in your documents** (ideally CSF) and try not to mix formats.

Special cases (neighborhood)

In some cases, the neighborhood may not be available in the PROFECO or SAT system catalog. **In all cases, the Postal Code must remain consistent.**

Institution / system	If the neighborhood does not appear	Key rule
SAT	Select an option equivalent to “NEIGHBORHOOD NOT SPECIFIED IN THE CATALOG (IF IT DOES NOT APPEAR)” or similar, without modifying the postal code	Do not change the postal code
PROFECO	Select the closest neighborhood within the same Postal Code (if applicable)	Do not change the postal code

Recommended sequence for preparing documentation (to avoid expirations)

- 1. Verify and, if applicable, standardize your tax address**
Make sure that the address on your **proof document** and on your **CSF** is correct and consistent.
- 2. Have the Course in Real Estate Operations (RVOE + 40 hours) (if you do not yet have it)**
As it is a registration requirement, it is advisable to have it ready before entering/submitting the application.
- 3. Start the Adhesion Contract procedure with PROFECO**
It is suggested to do it in advance, since its resolution time may vary.
- 4. Process the Criminal Record Certificate (at the end)**
It is recommended to obtain it at the end because of its validity period.

Economic activity (CSF) – Guidance note

The economic activity must be **related to the real estate sector**.

If an update is required, it is suggested to do so with the support of an accountant.

File upload (general recommendations)

- Prepare the documentation to upload it **in a single session**.
 - Recommended formats: **PDF** (documents) and **PNG** (photograph)
 - **One file per field**.
 - Verify that the files are **legible** (especially signatures, seals and tax information).
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Payment and delivery (operational reference)

- Payment is made **after approval**.
 - Communication and follow-up are carried out from the **platform** once the procedure has started.
 - The license is delivered in:
 - **digital version** through the platform, and
 - **physical version** when availability is notified, according to the registered address.
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Guidance contact

- agentesinmobiliariosbc@baja.gob.mx
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Change history (summary)

- **17-Feb-2026 (v1.0)**: Initial issuance (registration).
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Continue your process here

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