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MANUAL

Registration of **Professional Real Estate Agent** (Legal Entity) – Guidance guide

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

Official requirements and access to the procedure:

<https://retys.bajacalifornia.gob.mx/Portal/TyS/1746?enLinea=True>

Document control

- **Code:** MAN-INSCRIP-PM-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, to avoid observations and delays.

2) Legal representative

For **Legal Entity registration**, the **legal representative** carrying out the procedure must **be current as a Professional Real Estate Agent**; otherwise, **it will not be valid** for this point.

3) Interpretation of validity periods

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

Requirements checklist (what to review before uploading)

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Articles of incorporation	—	Legible, complete, and corresponding to the applicant legal entity	Incomplete/illegible document	—
Registration sheet from the Public Registry of Property and Commerce	—	Legible and corresponding to the applicant legal entity	Incomplete/illegible document	—
Official ID of the legal representative	Current	Current, legible and complete, on both sides	Blurry, cropped, or expired image	—

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Tax Status Certificate (CSF)	≤ 3 months	Status ACTIVE/REACTIVATED ; correct corporate name and RFC; consistent address; with economic activity related to the real estate sector	INACTIVE CSF; information does not match; different address; expired	Manual - How to update your address with SAT
Proof of tax address registered before SAT	≤ 3 months	Legible; address consistent with CSF/application/PROFECO; water, electricity, or landline phone bill (not mobile phone)	Different address; mobile phone bill; expired	—
Proof and/or certificate of course in real estate operations	≤ 2 years	It must have RVOE , minimum duration 40 hours and 2-year document validity ; legible	Does not show RVOE; does not indicate hours; expired; illegible	—
Criminal Record Certificate of the legal representative	≤ 3 months	Current and legible	Expired; illegible	Manual - How to obtain the certificate in ReTys
PROFECO adherence contract (purchase-sale intermediation)	Current	It must be provision of intermediation services for real estate purchase and sale , registered before PROFECO; consistent information	Different contract; tax information/address does not match	Manual - How to obtain a contract in PROFECO (RCAL)

Main address consistency criterion

To reduce observations 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 (abbreviations, accents, uppercase/lowercase, “No.”/“Number”).

Special cases (neighborhood)

If the neighborhood is not available in catalogs, **do not change the Postal Code**:

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	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

1. Verify and standardize tax address (CSF + proof of address).
2. Secure the course (RVOE + 40 hours + 2-year document validity).
3. Start the PROFECO contract procedure.
4. Gather articles of incorporation and RPPC registration sheet.
5. Process the legal representative’s criminal record certificate (at the end).

Economic activity (CSF) – Guidance note

The economic activity must be **related to the real estate sector**. If an update is required, support from an accountant is suggested.

File upload (general recommendations)

- Prepare the documentation to upload it **in a single session**.

- Recommended format: **PDF**.
 - **One file per field**.
 - Maximum size per file: **15 MB**.
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Guidance contact

- agentesinmobiliariosbc@baja.gob.mx
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Change history

- **17-Feb-2026 (v1.0):** Initial issuance (Legal Entity – Registration).
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Continue your process here

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