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# MANUAL

## Renewal 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 related to validity, tax information, and address.

**Official requirements and access to the procedure:**

<https://retys.bajacalifornia.gob.mx/Portal/TyS/1747?enLinea=True>

## Document control

- **Code:** MAN-REVAL-PF-001

- **Version:** v1.2
- **Last update:** 17-Feb-2026
- **Next review:** 16-Aug-2026 (every 6 months)
- **Responsible party:** Coordination of Professional Real Estate Agents

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## Preliminary considerations

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### 1) Period to start renewal

It is recommended to start the procedure when your license:

- **has expired**, or
- **is due to expire within the next 2 months.**

If your license expires at a later date, it is suggested that you wait until you are within the indicated period.

### 2) Start of the procedure

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

### 3) Interpretation of validity periods

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

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## Requirements checklist (what to review before uploading)

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Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Official photo ID	Current	It must be current, legible, and complete	Blurry, cropped, or expired image	—
<b>Tax Status Certificate (CSF)</b>	≤ 3 months	Status <b>ACTIVE/REACTIVATED</b> ; correct name, RFC and CURP; consistent address	INACTIVE CSF; information does not match; different address; expired	<a href="#">Manual - How to update your address with SAT</a>

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Proof of tax address (SAT)	≤ 3 months	It must be legible and the address must be consistent with CSF/application/PROFECO; it may be a water, electricity, or landline phone bill, not mobile phone	Different address; proof is a mobile phone bill; expired	—
<b>Proof and/or certificate of Course in Real Estate Operations</b>	≤ 2 years	It must be <b>legible</b> and allow identification of <b>course name</b> and <b>institution</b> (and issue date, if included)	Illegible document; course or institution not identifiable; expired	—
PROFECO Contract	Current	It must be <b>Provision of intermediation services for real estate purchase and sale</b> ; under the applicant's name (RFC and address)	Different contract (lease/purchase-sale); address does not match	<a href="#">Manual - How to obtain a contract in PROFECO (RCAL)</a>
Criminal Record Certificate	≤ 3 months	It must be current and legible	Expired	<a href="#">Manual - How to obtain the certificate in ReTys</a>
Photograph	—	White background, formal attire, shoulders from clavicle; file <b>PNG or JPEG/JPG</b>	Different background, incorrect cropping, inadequate angle	—

## 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** 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 <b>“NEIGHBORHOOD NOT SPECIFIED IN THE CATALOG (IF IT DOES NOT APPEAR)”</b> or similar, <b>without modifying the postal code</b>	<b>Do not change the postal code</b>
PROFECO	Select the <b>closest neighborhood</b> within the <b>same Postal Code</b> (if applicable)	<b>Do not change the postal code</b>

## 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 **Tax Status Certificate (CSF)** is correct and consistent.

*If it is already correct, you do not need to make changes; just confirm that it matches.*

**2. Start the Adhesion Contract procedure with PROFECO**

It is suggested to do this at the beginning, since its resolution time may vary.

3. **Gather/have your proof or certificate of the Course in Real Estate Operations** (*if you do not yet have it*)

You may carry it out **in parallel** while PROFECO is being processed.

If you prefer, you may do it beforehand; however, it is recommended to prioritize **PROFECO and address/CSF**, because these are the requirements that usually take the most time.

4. **Take the photograph**

Once your information and documentation are defined, obtain the photograph with proper cropping (white background, formal attire and requested framing).

5. **Process the Criminal Record Certificate** (*at the end*)

It is recommended to obtain it **at the very end**, due to its short validity, to prevent it from expiring and needing to be processed again.

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## Economic activity (CSF) – Guidance note

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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.

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## File upload (general recommendations)

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- Prepare the documentation to upload it **in a single session**.
- Recommended formats: **PDF** (documents) and **PNG or JPEG/JPG** (photo).
- **One file per field**.
- Maximum size per file: **15 MB**.

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## Payment and delivery (operational reference)

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- 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 (with address and contact), according to the registered address.

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## Guidance contact

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- [agentesinmobiliariosbc@baja.gob.mx](mailto:agentesinmobiliariosbc@baja.gob.mx)
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## Change history (summary)

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- **16-Feb-2026 (v1.0):** Initial issuance.

## Continue your process here

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[Click here to continue your process](#)