



TABLE OF CONTENTS

MANUAL

- Renewal of **Professional Real Estate Agent** (Legal Entity) – Guidance guide
- Document control
- Preliminary considerations
 - 1) Period to start renewal
 - 2) Start of the procedure
 - 3) Legal representative
 - 4) Interpretation of validity periods
- Requirements checklist (what to review before uploading)
- Main address consistency criterion
 - Matching criterion (practical)
 - Special cases (neighborhood)
- Recommended sequence for preparing documentation (to avoid expirations)
- Economic activity (CSF) – Guidance note
- File upload (general recommendations)
- Guidance contact
- Change history

MANUAL

Renewal 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/1747?enLinea=True>

Document control

- **Code:** MAN-REVAL-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) 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.**

2) Start of the procedure

It is recommended **not to start the renewal application** (entry and submission on the platform) until you have **all** complete and current requirements.

3) Legal representative

For **Legal Entity renewal**, the **legal representative** must be **current** as an Agent at the time of the renewal application; otherwise, **it will not be accepted.**

4) Interpretation of validity periods

- **“No older than 3 months”**: issued within the **last 3 months.**

Requirements checklist (what to review before uploading)

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
Online form or state registry renewal form	—	Enter complete and correct information	Incomplete information or entry errors	—
Articles of incorporation	—	Legible, complete, and corresponding to the applicant legal entity	Incomplete/illegible document	—

Requirement to include	Validity	Recommended prior verification	Frequent observations	Support manual
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	Blurry, cropped, or expired image	—
Tax Status Certificate (CSF)	≤ 3 months	Status ACTIVE/REACTIVATED ; correct corporate name and RFC; consistent address	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	—	It must be legible and allow identification of course and institution (and date, if included)	Illegible document; course/institution not identifiable	—
PROFECO adhesion 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)
Criminal Record Certificate	≤ 3 months	Current and legible (corresponding to the person signing/representing)	Expired; illegible	Manual - How to obtain the certificate in ReTys

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 (to avoid expirations)

1. Verify and standardize tax address (CSF + proof of address).
 2. Start/update PROFECO contract (if applicable).
 3. Gather articles of incorporation and RPPC registration sheet.
 4. Gather proof/certificate of course (legible).
 5. Process criminal record certificate (at the end).
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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 – Renewal).
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