



## **Asociación Mexicana de Profesionales Inmobiliarios. Requirements to become an AMPI Vallarta Associate (Broker)**

### **ALL SUBMITTED TOGETHER TO: [ampivallarta@gmail.com](mailto:ampivallarta@gmail.com)**

- 1. Send a Complete resume by email in a PDF document
- 2. Fill out application for membership
- 3. Personal data
- 4. Written statement about the significance of belonging to AMPI.
- 5. 1 photo for the ID that can be color or black or white.
- 6. Copy of current pictured ID, passport.
- 7. Copy of Current immigration authorization to work in real estate
- 8. Copy of the RFC Cedula that states that you will be working in real estate.
- 9. Copy of the Acta Constitutiva
- 10. Copy of the document that accredits the individual as legal representative for the corporation
- 11. Two letters of recommendation by two active AMPI Vallarta Associates with minimum of 2 years' experience
- 12. Minimum One year experience working in real estate in this area.
- 13. Business License with a commercial establishment (copy of water, electricity or phone receipts in your name).
- 14. Business Bank Account proof
- 15. Copy of one of your facturas (that your company issues when you receive a commission).
- 16. Minimum of 3<sup>rd</sup> year of high school or equivalent diploma.
- 17. Have a professional title and have a diploma or a real estate course approved by AMPI – 100 hours min.
- 18. Diploma of Spanish course or Spanish Proficiency Test.
- 19. Letter of no criminal record from last place of residence.
- 20. Letter of good standing from previous section / AMPI Broker (If applicable).
- 21. The logo of your company (digital)
- 22. Pre-existing claims to the chapter are not allowed. (For preexisting AMPI membership)

**OBTAINING STATUS FOR THE FIRST TIME must demonstrate that they have previously completed the following (which may, in actuality, exceed the *minimum* requirement of 96 hours):**

- 23. All FLEX Orientation, Basic and Advanced Classes (**Alfonso Davalos: [alfonso.davalos@theagencyvallarta.com](mailto:alfonso.davalos@theagencyvallarta.com)**)
- 24. Uso de Suelo Class (**When available**)
- 25. AMPI Ethics I workshop - Code of Ethics (**Corporativo Nayaram: [administracion@corporativonayaram.com](mailto:administracion@corporativonayaram.com)**)
- 26. Real Estate I (SEP) (**Rafael Valdez: [ravalmex@gmail.com](mailto:ravalmex@gmail.com)**)
- 27. Real Estate II (SEP) (**Rafael Valdez: [ravalmex@gmail.com](mailto:ravalmex@gmail.com)**)
- 28. Acceptable equivalents to REAL ESTATE I + II are:
- 29. Real Estate Marketing Consulting - EC0110.1  
or
- 30. Real Estate Marketing Consulting in Tourist Zones - EC0277

## **PROCESS**

31. Vanessa will send you an email once your file is approved.
32. Vanessa will require the following in original:
  - Enrollment Application
  - Personal Data sheet
  - 1 Photo (The photo on the requirements)
33. She will send you the amount to pay and will cc the accountant so they are aware of your payment
34. You now go to the bank or wire the money for your dues.
35. Once it is PAID, the accountant office will notify Vanessa
36. Vanessa will notify Marcela from FLEX so she can issue a username and password for the affiliate
37. Marcela will send an email with the info to the affiliate

## **PROCESS AFTER ENROLLMENT**

- 38. Send find an agent Information for our Web page to [ampivallarta@gmail.com](mailto:ampivallarta@gmail.com) (You can find the format in Flex Intranet)
- 39. New members are to take a basic real estate course / CONOCER within **6 months** of enrollment (Or equivalent approved in advance)

## **Responsibilities as Associates:**

1. Attend at least to 50% of AMPI meeting each yearly period.
2. 25 hours of education to be able to keep member status active.
3. Comply with Statutes and code of Ethics AMPI Vallarta and AMPI NATIONAL
4. All Agents in your company must be enrolled in AMPI.
5. All Brokers & Agents will follow FlexMLS rules/regulations regarding listings taken.

IMPORTANT NOTE: THERE IS A CHARGE FOR CHANGING COMPANIES OR CHAPTERS IN THE AMOUNT OF \$500 PESOS ADMINISTRATIVE FEE.

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I ACCEPT THESE TERMS

In the city of Puerto Vallarta, Jalisco, Mexico on \_\_\_\_\_, \_\_\_\_\_, 2022