



## APPRAISAL MANAGEMENT COMPANY RENEWAL APPLICATION

### Requirements:

- This application must be typed, completed in full and mailed with the original signatures to the above address
- The renewal fee is \$2,000.00 plus your ASC National Registry Fee, non-refundable and payable by business, cashier or certified check to the Alabama Real Estate Appraisers Board
- Registrations not renewed by the due date are lapsed. Reinstatement is not retroactive.
- Lapsed registration may be reinstated within six (6) months by submitting this form, renewal fee and a late filing fee of five hundred dollars (\$500) for each month or part thereof that the registration is lapsed. The renewal will be processed without the addition of a late fee if it is received by the 10<sup>th</sup> calendar day following the due date.

1. AMC Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

2. Has main address for company changed?    \_\_\_ No    \_\_\_ Yes (complete information below)

|                 |        |         |     |
|-----------------|--------|---------|-----|
| Street Address  | County |         |     |
| City            | State  | Zip     |     |
| Mailing Address | City   | State   | Zip |
| Telephone       | Fax    | Website |     |

3. Principal Contact: \_\_\_\_\_  
Name Title Email

4. AMC Type (choose one):    \_\_\_ Single State (panel of more than 15 appraisers)  
  \_\_\_ Multi-State (panel of 25 or more appraisers in two or more states)  
  \_\_\_ Neither (can not be added to the National Registry)

5. Has Registered Agent for Service changed:    \_\_\_ No    \_\_\_ Yes (complete information below)

|                 |      |         |     |
|-----------------|------|---------|-----|
| Name            |      |         |     |
| Mailing Address | City | State   | Zip |
| Telephone       | Fax  | Website |     |

**6. REPORTING YEAR AND ASC NATIONAL REGISTRY FEE**

Annual ASC National Registry Fee based on year ending 90 days before expiration of current registration:

Beginning Date  
of Reporting Year: \_\_\_\_\_

Ending Date  
of Reporting Year: \_\_\_\_\_

Number of AMC Appraiser who have performed an appraisal for the AMC in connection with a covered transaction in Alabama during the reporting year (Covered transaction means any consumer credit transaction secured by the consumer's principal dwelling) \_\_\_\_\_

X \$25.00 = \$ \_\_\_\_\_

This is your  
National  
Registry Fee due

National Registry Fee \$ \_\_\_\_\_

Alabama Renewal Fee + \$2,000.00

Total Fee Due \$ \_\_\_\_\_

**7. CERTIFICATIONS**

- 1) I certify that this Appraisal Management Company has a system and process in place that a person being added to the appraiser panel of the Appraisal Management Company holds a license in good standing in Alabama.
- 2) I certify that this Appraisal Management Company has a system in place to require that appraisers have geographic competency to perform an appraisal assignment.
- 3) I certify that this Appraisal Management Company has a system in place to review the work of all independent appraisers that are performing real estate appraisal services for the Appraisal Management Company on a periodic basis to validate that the real estate appraisal services are being conducted in accordance with the Uniform Standards of Professional Appraisal Practice.
- 4) I certify that this Appraisal Management Company has a dispute resolution in process that allows users of the appraisal report to request that the appraiser consider additional property information, provide further detail, substantiation, or explanation for the appraiser's value conclusion, or to correct errors in an appraisal report.
- 5) I certify that this Appraisal Management Company maintains a detailed record of each service request that it receives and the identification of the appraiser that performs the real estate appraisal services for the Appraisal Management Company.
- 6) I certify that this Appraisal Management Company is bonded in the amount of \$25,000 pursuant to §789-X-17-.03(f), AREAB Admin. Code.

YES NO

- \_\_\_ \_\_\_ Since your application or last renewal, has this company had a license or registration of any kind denied, restricted, suspended, placed on probation or revoked?
- \_\_\_ \_\_\_ Since your application or last renewal, has this company changed, updated or removed any of the policies or procedures initially provided to the Board?
- \_\_\_ \_\_\_ Since your application or last renewal, has there been a change in ownership or officers?
- \_\_\_ \_\_\_ Has any owner of this AMC had an appraisal license refused, denied, cancelled or revoked by any state?
- \_\_\_ \_\_\_ Are there currently any complaints pending against any owner of this AMC, in connection with an appraiser license in any state?
- \_\_\_ \_\_\_ Has any owner of 10% or more of this AMC been convicted of or pleaded guilty or no contest to any criminal offense in any state?
- \_\_\_ \_\_\_ Are there currently any criminal charges now pending against any of this AMC in any state?

**\*If you answered YES to any of the above questions, you must provide documentation**

- \_\_\_ \_\_\_ Does this AMC hold a Certificate of Existence issued by the Alabama Secretary of State that is in good standing?
- \_\_\_ \_\_\_ Does this AMC have a system in place to require that appraisals are conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards?

**THIS AFFIDAVIT IS TO BE EXECUTED BY APPLICANT BEFORE A NOTARY PUBLIC:**

The undersigned, in making the application to the Alabama Real Estate Appraisers Board for renewal as an Appraisal Management Company under the provisions of Article 2 of the Alabama Real Estate Appraisers and Appraisal Management Company Act, swears (or affirms) that I have been designated by the Appraisal Management Company to make this application on its behalf and that all information provided in connection with this renewal application, including certifications and attachments, is true and correct to the best of my knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient reason to deny registration or to withhold renewal of or suspend or revoke a registration issued by the Board or to assess an administrative fine of not more than Twenty-five Thousand (\$25,000) Dollars.

SIGNATURE OF PRINCIPAL CONTACT: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Name of Notary Public, Print)

\_\_\_\_\_  
(Signature of Notary Public)

Commission Expires: \_\_\_\_\_

\_\_\_\_\_ State \_\_\_\_\_