

Alabama Real Estate Appraisers Board  
PO Box 304355  
Montgomery, AL 36130  
P 334-242-8747 | F 334-242-8749

## **Appraisal Management Company (AMC)**

### **Complaint Form Instructions**

**PLEASE READ** – Before completing the attached complaint form, please take the time to read these instructions; they will help you understand our function and better help us to understand and act on your complaint.

**WHAT AREAB CAN DO** – The Alabama Real Estate Appraisers Board (AREAB) will investigate complaints to determine if the Appraisal Management Company (AMC) violated the Alabama Real Estate Appraisers Act, or the Alabama Real Estate Appraisers Board Administrative Code. All complaints will be acknowledged in writing, and you will be notified when the complaint process has been completed.

**WHAT AREAB CANNOT DO** – AREAB **cannot accept anonymous complaints**. AREAB cannot give legal advice or act as your attorney. AREAB cannot act as a court of law, order the refund of monies, award damages or cancel contracts. AREAB does not process complaints for disagreements with value conclusions if the method of arriving at a value is recognized and accepted in the profession. AREAB does not process complaints about individual business practices such as tardiness in product delivery, failure to keep appointments, rude behavior, etc. You may wish to consult an attorney or seek financial relief through the judicial system if you are seeking any of these outcomes.

### **HOW YOU CAN HELP US –**

1. Provide your name, license number (if applicable), address, phone number, and email address
2. Provide the name of the AMC
3. Provide a copy of your signed contract with the AMC
4. Provide the assignment property address
5. Provide the date of appraisal
6. Provide a copy of the appraisal for the assignment in question
7. Provide the name of the appraiser (if applicable), client, lender, bank, review appraiser, etc.
8. Briefly describe the basis of your complaint
9. Sign the complaint

The Certification Statement must be signed and dated to validate your complaint. Mail, fax or email the complaint to:

Alabama Real Estate Appraisers Board  
P.O. Box 304355  
Montgomery, AL 36130-4355  
Fax: 334-242-8749  
Lisa.Brooks@reab.alabama.gov

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Montgomery, AL 36130  
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**Appraisal Management Company (AMC)**  
**Complaint Form**

*Type or print clearly in ink*  
*Read the Complaint Form Instruction before completing this form*

Complainant Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Complainant Address: \_\_\_\_\_  
\_\_\_\_\_

Complainant Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

I (Complainant) wish to file a complaint against the following AMC, for what I feel is a violation of the Alabama Real Estate Appraisers Act, or the Alabama Real Estate Appraisers Board Administrative Code. I understand that in making this complaint, I am subjecting said AMC to disciplinary action (possible suspension or revocation). I realize that the Alabama Real Estate Appraisers Board (AREAB) cannot enter into any civil action on my behalf, and that their sole jurisdiction is over the registration of the named AMC in this complaint. I understand that the AREAB does not resolve disputes about appraisal value. I also understand that the AREAB cannot give legal advice or act as my attorney and that the AREAB cannot act as a court of law.

**Information on the AMC against whom you wish to make a complaint**

AMC Name & License Number: \_\_\_\_\_

Address of property appraised: \_\_\_\_\_  
\_\_\_\_\_

Date of appraisal: \_\_\_\_\_

Who is the AMC's Client (bank, mortgage company, or lender)

Name of Bank/Mortgage Company: \_\_\_\_\_

Address of Bank/Mortgage Company: \_\_\_\_\_  
\_\_\_\_\_

Please describe your complaint below (attach additional sheets if necessary):

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**Certification Statement**

I certify that the facts stated herein, and the attachments hereto are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date

**PLEASE ATTACH A COPY OF THE APPRAISAL AND ANY SUPPORTING DOCUMENTATION**