



West Virginia Real Estate Appraiser Licensing and Certification Board

Mailing Address
PO Box 40267
Charleston, WV 25364

Phone: 304-558-3919
Fax: 304-558-3983
Website: www.appraiserboard.wv.gov

2020–21 APPRAISAL MANAGEMENT COMPANY REGISTRATION RENEWAL APPLICATION—PAGE 1

1. **Application must be legible and filled out in its entirety. Please type or print clearly.**
2. **The Renewal Fee is \$2,000 and is *non-refundable*. The renewal is for the registration period July 1, 2020 to June 30, 2021.**
3. **In order to be considered complete and on time, renewals must include:**
 - A. **Check or Money Order made payable to the WV Real Estate Appraiser Board in the correct amount.**
 - B. **Copy of the AMC's Annual Report filed with the WV Secretary of State for the 2019 reporting period.**
 - C. **Original AMC Registration Bond Form in the amount of \$50,000 with Raised Seal or a Continuation Certificate with Raised Seal and Accompanying Power of Attorney Form.**
 - D. **All documentation required on Page 2 of this application.**
4. **Renewal application, payment, and required documents must be mailed to: WVAB, PO Box 40267, Charleston, WV 25364. The Board office cannot accept applications with fee. FedEx, UPS, or other delivery services are not accepted at our post office box.**
5. **Delinquent Renewal Fees are two-hundred fifty dollars (\$250) per month for each delinquent month up to three months after expiration. A registration that has been delinquent for more than three months shall be considered expired and a new application for registration is required. Renewal applications must be postmarked by May 31, 2020 or will be considered delinquent. Renewal applications postmarked after this date shall not be processed unless accompanied by appropriate delinquent fee.**

Please be advised AMCs are prohibited from operating in the State of WV on an expired registration.

Company's Name: _____

WV Registration Number: _____

Contact Person for Renewal: _____ Title: _____

Telephone: _____ Email: _____

Physical Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

FOR OFFICE USE ONLY

Date Received: _____ Deposit No.: _____

Renewal Fee: _____ Delinquent Fee: _____

Check No.: _____

Surety Bond Renewal

Annual Report



Has Service of Process Agent changed? No _____ Yes _____ (Complete information below.)

Name: _____

Address: _____ County: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

Has Controlling Person changed? No _____ Yes _____ Date notification sent to Board: _____

Date background check completed: _____ (Must be completed prior to change of controlling person.)

Name of Current Controlling Person and Date of Birth: _____

Are all Certifications listed under Section 3 of Original Registration still in compliance? No _____ Yes _____
(If no, please explain and attach relevant documentation.)

Are there any pending charges or complaints against the AMC in any state, including West Virginia, or by this Board?
No _____ Yes _____ (If yes, please explain and attach relevant documentation.)

Are there any court cases pending against the AMC in any state, including West Virginia? No _____ Yes _____
(If yes, please explain and attach relevant documentation.)

Has the status of the Current AMC Controlling Person changed since completing Sections 1, 2 and 3 of the Controlling Person Form?
No _____ Yes _____ (If yes, please explain and attach relevant documentation.)

Has the status of any AMC Owner/Employee or AMC Owner/Consultant listed on the AMC/Owner/AMC/Consultant Form filed with the Board changed since completing Sections 1, 2 and 3 of the AMC Owner/Employee or Owner/Consultant Form?
No _____ Yes _____ (If yes, please explain and attach relevant documentation.)

Applicant Certification

The undersigned, in making this application for renewal to the West Virginia Real Estate Appraiser Licensing and Certification Board under the Provisions of W. Va. Code § 30-38A and W.Va. Code R. §190-5, swears, or affirms that he (or she) has been designated by the Appraisal Management Company to make this application for renewal on their behalf, and that all information provided in connection with this application for renewal is true to the best of his or her knowledge and belief, with the understanding that any omissions, inaccuracies or failure to make full disclosure, or the return of a check for insufficient funds, may be deemed sufficient reason to deny renewal of a registration issued by the Board.

Signature of Applicant: _____

Printed Name: _____

Title: _____

Date: _____