

West Virginia Real Estate Appraiser Licensing and Certification Board

405 Capitol Street, Suite 906
Charleston, West Virginia 25301
Telephone 304.558.3919
FAX 304.558.3983
WEBSITE: <https://appraiserboard.wv.gov>



Dean E. Dawson
Board Chair

Patricia Rouse Pope
Executive Director

April 18, 2022

Dear West Virginia-Registered Appraisal Management Company:

The 2022-2023 Appraisal Management Company registration renewal packet is attached and is also available on the WVREALCB website under Forms/Appraisal Management Company Forms/2022-2023 AMC Renewal Packet.

West Virginia appraisal management company registrations are renewed for the period July 1 to June 30 of each year. Renewals are due thirty (30) days prior to the expiration date. Renewals must be postmarked by May 31, 2022. Late fees will be assessed beginning June 1, 2022.

The Surety Bond Form that is required to be submitted each year is available on the WVREALCB website as well. (A continuation certificate may be submitted in lieu of the original bond form.) Both the Surety Bond form and a continuation certificate require a Power of Attorney (POA) and must be dated the same.

The renewal application, fee, surety bond with raised seal or continuation certificate, POA, 2021 Federal Registry Invoice, and a copy of your 2021 annual report filed with the WV Secretary of State must be mailed to: WVAB, PO Box 40267, Charleston, WV 25364. The Board office cannot accept applications with fees. FedEx, UPS, or other delivery services are not accepted at our post office box. Use US Postal Services only.

We look forward to receiving your renewal soon. Thank you for continuing to do business in West Virginia.

Sincerely,

A handwritten signature in blue ink that reads "Patricia R. Pope".

Patricia Rouse Pope
Executive Director



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2022-2023 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. **Renewal Fee is \$2,000 and is non-refundable. The renewal is for the registration period July 1, 2022 to June 30, 2023.**
3. **In order to be considered complete and on time, renewal application 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 2021 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. ALL DATED THE SAME.**
 - 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 post office box. Use US Postal Services only.**
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, 2022 or will be considered delinquent. Renewal applications postmarked after this date shall not be processed, unless accompanied by appropriate delinquent fee.**

AMCS ARE PROHIBITED FROM OPERATING IN THE STATE OF WEST VIRGINIA 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/MO No.: _____ Surety Bond Renewal

Annual Report

Fed Reg Fee: _____ Date Issued: _____



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

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: _____



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APPRAISAL MANAGEMENT COMPANY FEDERAL REGISTRY INVOICE

Please type or print clearly in ink. Mail completed form and payment to WVAB, PO Box 40267 Charleston, WV 25364. THE BOARD OFFICE CANNOT ACCEPT PAYMENTS. THE PO BOX WILL NOT ACCEPT DELIVERY OF FEDEX, UPS, OR OTHER DELIVERY SERVICES. USE ONLY US POSTAL SERVICES.

Registration No:	
Business Name and Address of Record	
Name of Business:	Physical Address:
City:	State: ZIP:
Mailing Address (if different):	
<input type="checkbox"/> Single State AMC *	<input type="checkbox"/> Multi-state AMC *
Does the AMC oversee a panel of 15 or more certified or licensed appraisers in West Virginia within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?	Does the AMC oversee a panel of 25 or more certified or licensed appraisers in more than one State within a given year that have been recruited, selected, and retained to perform appraisals in connection with a covered transaction?
<input type="checkbox"/> If no, <input checked="" type="radio"/> AMC does not qualify	<input type="checkbox"/> If no, <input checked="" type="radio"/> AMC does not qualify
<input type="checkbox"/> If yes, continue below	<input type="checkbox"/> If yes, continue below
Is this AMC owned and controlled by an insured depository institution regulated by the OCC, the Federal Reserve or the FDIC (Federally Regulated)?	
<input type="checkbox"/> If yes, proceed directly below to calculate AMC Registry Fee <input type="checkbox"/> If no, continue below	
Does the AMC have an owner, in whole or part, directly or indirectly, that has had an appraiser credential refused, denied, cancelled, surrendered in lieu of revocation, or revoked in any State?	
<input type="checkbox"/> If no, continue below <input type="checkbox"/> If yes, <input checked="" type="radio"/> AMC does not qualify.	
<input type="checkbox"/> Was the credential reinstated? If yes, attach documentation for board review and determination and continue below	
<input type="checkbox"/> If credential was not reinstated, <input checked="" type="radio"/> AMC does not qualify.	
Does the AMC have an owner, in whole or part, who is not of good moral character? Refer to WV Code 38A-7 (3) and (4) (A) and (B) below.	
<input type="checkbox"/> If yes, <input checked="" type="radio"/> AMC does not qualify <input type="checkbox"/> If no, continue below	
WV Code Chapter 30, Article 38A-7 (3) The applicant, each owner, and the controlling person of the firm seeking registration has not pleaded guilty or nolo contendere to or been convicted of a felony;	
(4) Within the past 10 years, the applicant, each owner, and the controlling person of the firm seeking registration has not pleaded guilty or nolo contendere to or been convicted of:	
(A) A misdemeanor involving mortgage lending or real estate appraisals; or	
(B) An offence involving breach of trust or fraudulent or dishonest dealing;	

No. of Appraisers who have performed an appraisal in West Virginia for a covered transaction for your AMC during the Fee Calculation Period:	West Virginia	Total:
	Fee Calculation Period:	
	1.1.2021 to 12.31.2021	
*THE AMC MUST QUALIFY AS A SINGLE-STATE OR MULTI-STATE AMC.	X\$25=	

OFFICE USE ONLY	Deposit Number:	
Date Received:	Amount:	
	Check Number:	Rev. 4.14.2022

