



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

APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—INSTRUCTIONS

Applicants are cautioned to read all instructions and questions thoroughly. To expedite processing your application, be certain that the application is completed in its entirety, that all questions are answered truthfully and that any requested information is included with the application package. Please retain copies of all submitted information.

1. Application must be legible. Please type or print clearly.
2. Enclose Fees:
 - A. Application Fee of \$500. *This fee is non-refundable.* If the application is returned for any reason, the application fee will not be refunded. Re-submission of the application will require an additional application fee of \$500.
 - B. Registration Fee of \$2,000. *This fee is non-refundable.* All licenses expire June 30th regardless of date of issue. Renewals are due 30 days prior to June 30th of the renewal date.
3. Application Fee and Registration Fee must be in the form of a check or money order made payable to the WV Real Estate Appraiser Board. Application Fee and Registration Fee may be combined in one check or money order. **Mail application and payment to: WVAB, PO Box 40267, Charleston, WV 25364.** The Board office cannot accept delivery of Federal Express, UPS, or other delivery services.
4. Enclose Controlling Person Information/Verification Form.
5. Enclose Owner/Owner-Employee/Owner-Consultant Information/Verification Form.
6. If foreign firm, enclose documentation that AMC is authorized to do business in this State, including:
 - A. A certificate of authority issued by the West Virginia Secretary of State.
 - B. A copy of the filing of the Secretary of State's Office appointing an agent for service of process.
7. If foreign firm, enclose AMC Irrevocable Consent to Service.
8. Enclose Surety Bond Form, if not submitted prior to this application.
9. Enclose Request for Manual Background Check Cards, if needed.



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APPRAISAL MANAGEMENT COMPANY REGISTRATION APPLICATION—PAGE 1

1. Appraisal Management Company Contact Information:

Company's Legal Name: _____

Name under which Company will do business in WV: _____

Physical Address: _____

City: _____ State: _____ ZIP: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Initial Contact: _____ Title: _____

Phone: _____

Email: _____

FOR OFFICE USE ONLY

Date Received: _____

Deposit No.: _____

Check No.: _____

- Application Fee, \$500 Registration Fee, \$2,000 Background Checks
- Irrevocable Consent to Service Surety Bond, \$50,000 (approved by WVAGO)
- Owner Information Form Controlling Person Information Form
- Foreign Firms: SOS Certificate of Authority SOS Appointment of Agent of Service of Process

Letter Database Wall Certificate

AMC Registration No.: _____



Date Issued: _____

2. If Company is Domiciled in WV, Contact Information for Company's Agent for Service of Process:

Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Email: _____

3. Certifications (must be completed by applicant or controlling person):

- a) I certify this Appraisal Management Company has written policies and a system in place to verify any appraiser being added to its panel to appraise properties in West Virginia is a licensed or certified appraiser in good standing in West Virginia.
- b) I certify this Appraisal Management Company has written policies and procedures in place requiring that appraisers being added to the panel certify in writing the appraiser's areas of geographic competency, the types of properties the appraiser is competent to appraise and the methodologies the appraiser is competent to perform; and further the appraiser will be required to update this information annually.
- c) I certify this Appraisal Management Company has a system in place to annually review the work of utilized appraisers who perform appraisal services for the appraisal management company in West Virginia to validate that the real estate appraisal services are being conducted in conformity with the Uniform Standards of Professional Appraisal Practice.
- d) I certify this Appraisal Management Company shall utilize a licensed or certified appraiser with a minimum of the same certification level for the property type as the appraiser who performed the appraisal to verify the work of the appraisers for the appraisal management company is being conducted with the minimum Uniform Standards of Professional Appraisal Practice.
- e) I certify this Appraisal Management Company requires appraisals to be conducted independently and free from inappropriate influence and coercion as required by the appraisal independence standards established under Section 129E of the Truth in Lending Act and the rules and regulations issued pursuant to the act, including the requirement that appraisers be compensated at a customary and reasonable rate when the appraisal management company is providing services for a consumer credit transaction secured by the principal dwelling of a consumer.
- f) I certify this Appraisal Management Company maintains a detailed record of each service request it receives for appraisals of real property located in West Virginia per Legislative Rule § 190-5-9.1 *et seq.* and that such records shall be maintained for a minimum of five years, or if within the five-year period, an appraisal or report is involved in an investigation, litigation, or state or federal review, the records shall be retained for two years after the final disposition of that investigation, litigation, or state or federal review, whichever is later.
- g) I certify this Appraisal Management Company shall not compensate an employee, a real estate broker or real estate agent to perform a Broker Price Opinion (BPO) or Comparative Market Analysis pursuant to W.Va. Code § 30-38-1.
- h) I certify this Appraisal Management Company pursuant to W.Va. Code § 30-38A-8 requires individuals to submit to required state and national record checks.

Signature (applicant affidavit on page 3) _____

4. Applicant Affidavit. (This affidavit is to be executed by the applicant or controlling person before a notary public.)

The undersigned, in making this application to the West Virginia Real Estate Appraiser Licensing and Certification Board for registration as an Appraisal Management Company under the provisions of Chapter 30-38A of the W.Va. Code swears (or affirms) that he (or she) has been designated by the Appraisal Management Company to make this application on their behalf, and that all information provided in connection with this application, including certifications and attachments, is true to the best of his (or her) 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 revoke a registration issued by the Board.

I, _____, affirm and state that the information provided within and attached hereto is true and correct to the best of my knowledge.

Print Name _____

Represents AMC as _____

State of _____

County of _____

I, _____, a notary public in and for the above-named county and state do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary Public _____

SEAL

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC DESIGNATION OF CONTROLLING PERSON—PAGE 2

1. Regarding Appraiser Certification (if an appraiser):

Have you ever had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction and not subsequently granted or reinstated?

Yes No

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. You must also provide a complete written explanation of each charge or conviction with this application.

2. Regarding Appraisal Management Registration:

Have you ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?

Yes No

Have you ever been the subject of an order of the Board, or any other jurisdiction's appraisal management company regulatory agency that denied or revoked the applicant's or firm's privilege to operate as an appraisal management company?

Yes No

Have you ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board or any other jurisdiction's appraisal management company regulatory agency?

Yes No

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. You must also provide a complete written explanation of each charge or conviction with this application.

3. Regarding Criminal Offenses

Have you pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes No

Within the past ten (10) years have you pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing?

Yes No

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from your record or expunged, you must check with the appropriate court to see if this has happened.

If "yes" to any of the above, provide a copy of the court judgment. Include a release from probation or parole if appropriate. You must also provide a complete written explanation of each charge or conviction with this application.

4. Signature of Applicant: I certify the information provided in this application is true and correct to the best of my knowledge. I understand that any omission, inaccuracy or failure to make full disclosure constitutes grounds or denial or withdrawal of approval of my designation as Controlling Person.

Printed Name: _____

Signature: _____ Date: _____

ALL CONTROLLING PERSONS MUST OBTAIN A CRIMINAL BACKGROUND CHECK



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AMC OWNER-EMPLOYEE/OWNER-CONSULTANT INFORMATION—PAGE 1

Complete the following for each owner who is an employee of, or consultant, for the Appraisal Management Company. (Use continuation sheet if necessary.)

Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	
Name:		
Physical Address:		
City:	State:	ZIP:
Mailing Address:		
City:	State:	ZIP:
Phone:	Email:	

WEST VIRGINIA REAL ESTATE APPRAISER LICENSING AND CERTIFICATION BOARD
AMC OWNER-EMPLOYEE/OWNER-CONSULTANT INFORMATION—PAGE 2

1. Has any owner-employee or owner-consultant:

Had had a license or certificate to act as an appraiser refused, denied, canceled, revoked or surrendered in this state or any other state or any other jurisdiction and not subsequently granted or reinstated?

Yes No

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. Provide a complete written explanation of each charge or conviction with this application.

2. Has any owner-employee or owner-consultant:

Ever been part of a firm that was permanently or temporarily enjoined by a court of competent jurisdiction from engaging in or continuing any conduct or practice involving appraisals, appraisal management services or operating an appraisal management company?

Yes No

Ever been the subject of an order of the Board, or any other jurisdiction's appraisal management company regulatory agency that denied or revoked the applicant's or firm's privilege to operate as an appraisal management company?

Yes No

Ever been associated with a firm acting as an appraisal management company while not being properly registered by the Board or any other jurisdiction's appraisal management company regulatory agency?

Yes No

If "yes" to any of the above, provide a copy of the licensing agency's order, as well as any documentation regarding the case. Provide a complete written explanation of each charge or conviction with this application.

3. Has any owner-employee or owner-consultant:

Pleaded guilty or nolo contendere to, or been convicted of a felony?

Yes No

Within the past ten (10) years pleaded guilty or nolo contendere to, or been convicted of a misdemeanor involving mortgage lending or real estate appraisals; or an offense involving breach of trust or fraudulent or dishonest dealing?

Yes No

Criminal charges do not include speeding or parking violations. They do include driving while intoxicated or while under the influence of alcohol or drugs. If you believe a charge has been erased from the record or expunged, you must check with the appropriate court to see if this has happened.

If "yes" to any of the above, provide a copy of the court judgment. Include a release from probation or parole if appropriate. Provide a complete written explanation of each charge or conviction with this application.

4. Signature of Applicant: I certify the information provided in this application is true and correct to the best of my knowledge.

Printed Name: _____

Signature: _____ Date: _____

ALL OWNER-EMPLOYEES/OWNER-CONSULTANTS MUST OBTAIN A CRIMINAL BACKGROUND CHECK



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AMC IRREVOCABLE CONSENT TO SERVICE

Pursuant to the requirements of Chapter 30-38A of the West the Virginia Code, the undersigned applicant for registration as an appraisal management company in West Virginia

Print Name of Company _____

does hereby give irrevocable consent that service of process in any action or proceeding arising out of activities as a Registered West Virginia Real Estate Appraisal Management Company may be upon such applicant by means of delivery of that process to the West Virginia Secretary of State, if the plaintiff, in the exercise of due diligence, cannot effect personal service upon said applicant. I agree that such service shall be taken and held in all courts to be valid and binding as if personal service has been made said applicant.

Print Name of Applicant _____

Signature of Applicant _____

State of _____

County of _____

I, _____, a notary public in and for the above-name county and state, do certify that _____, whose name is signed to the foregoing, has this day acknowledged the same before me.

Subscribed and sworn before me on this _____ day of _____, _____

My commission expires _____

Notary public _____

SEAL



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AMC REQUEST FOR MANUAL BACKGROUND CHECK CARDS

The Appraisal Management Companies Registration Act requires *"the applicant, each owner who is an employee of or consultant for the applicant, and the controlling person of the firm seeking registration shall submit to a state and national criminal history record check."*

Applicants should request two fingerprint cards with the Board's ORI number and one WVSP 39 Authorization Card for each individual requiring a background check.

Email your request for cards to: wvappraiserboard@wv.gov

Upon receiving the WVSP 39 and fingerprint cards, visit the Identogo webpage for directions on how to proceed with your background check. Their website is, www.identogo.com

Click on West Virginia, select "Forms and Links" and follow the procedures for *manual card submission*. We have been informed by MorphoTrust that digital prints can only be performed in West Virginia. Each applicant should submit two (2) fingerprint cards and one (1) WVSP 39. Select the \$45.35 state and national criminal history background. Mail completed cards, WVSP 39 and required processing fee to:

MorphoTrust USA
Attn: West Virginia Card Scan Dept.
6840 Carothers Parkway Suite 650
Franklin, TN 37067